COURSE: TMGT 311-01W Environmental and Safety Management

CRN: 82449

COURSE SYLLABUS: Fall, 2012

PROFESSOR

David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor
Office Location: AG/IT 216
Office Hours: By Appointment; normally Monday – Thursday between 9:00 – 11:00 am and 12:00 - 3:00 pm. Due to University and other requirements, appointments are preferred.
Office Phone: 903.886.5471
Office Fax: 903.886.5960
University Email Address: David.Anderson@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbooks Required:

TITLE: Occupational Safety and Health for Technologists, Engineers, and Managers, Seventh Edition

AUTHOR: David L. Goetsch
ISBN: 10: 0-13-700916-x
PUBLISHER: Pearson Prentice Hall
PUBLICATION DATE: 2011

AND

STYLE / FORMAT REFERENCES

SUGGESTED READINGS:

“Any current text related to the content of this course.”

COURSE DESCRIPTION:
This course is a study of safety and environmental management and its organizational impact. Included is the study of the philosophy, justification, methodology, and performance standards associated with environmental and safety management programs. Emphasis will be on risk management, legal and regulatory considerations affecting environmental and safety management.  
(Note: This course is 100 % on-line).

Student Learning Outcomes:
Upon satisfactory completion of the course, the student will:
- have an advanced understanding and concept of environmental and safety management in U.S. business and industry,
- be able to define environmental and safety management as it applies to contemporary business and industry,
- be able to conduct risk management decisions based on environmental and safety management concepts
- demonstrate knowledge of environmental and safety management by preparing written paper on the various aspects and practices of environmental and safety management, and
- be able to define the future impact of environmental and safety management in U.S. business and industry.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments
All of the course and student performance objectives will be assessed using responses from briefing and other deliverable materials. The learners will be expected to articulate appropriate comments, observations, answers, or treatise concerning each of the course objectives, during discussions, the final executive briefing and the deliverable work(s).

In the workplace, you will be expected to produce documents that are clear, error-free, and visually effective. Your written products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of the audiences for the communication. Competencies will be measured by a combination of a student written assignments and comprehensive mid-term and final examinations.

Grading
Evaluations of assignments will reflect these basic concerns and each deliverable will be graded in accord with the following criteria guidelines:

a. Creative Ability / Originality (25%)
b. Scientific Thought / APA Format (30%)
c. Thoroughness (15%)
d. Skill (15%)
e. Clarity and format (15%)

Points for Grading Purposes

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<thead>
<tr>
<th>Assignment</th>
<th>Maximum Points</th>
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<tr>
<td>Homework (5 Assignments @ 50 points, maximum)</td>
<td>250</td>
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<tr>
<td>Mid-term Exam</td>
<td>200</td>
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<tr>
<td>Research Paper</td>
<td>250</td>
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<td>Final Examination</td>
<td>300</td>
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<td>TOTAL</td>
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Grades will be determined by the following:

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<th>%</th>
<th>Total Points</th>
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<td>90-100</td>
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<td>A</td>
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<td>80-89</td>
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<td>70-79</td>
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<td>60-69</td>
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Research Paper (250 Points)

Each student will be expected to read the textbook adopted for this course and additionally conduct extensive and verifiable internet research on the topic of “environmental and safety management”. Specifically, the student will be expected to pick a topic of interest and prepare a 10 page (minimum) paper of this topic plus references; the topic must receive prior approval from the Professor. Based on the research and its finding, each student will be expected to write a scholarly research paper using the provided Manuscript Format Guide, to be provided in the Doc Sharing section of the course.

Internet research cited in your paper is to come from only verifiable and legitimate sources. Your cited sources will be checked and verified by your Professor and must be cited properly per APA. Papers will also be submitted to Turn-It-In via the proper dropbox. Supporting PowerPoints will be eligible for extra consideration.

The Manuscript Format Guide (to be posted in Doc Sharing) must be followed for your paper-no exceptions! It is the student’s responsibility to familiarize and to be able to apply the Manuscript Format Guide provided. In addition, the Professor will post APA guideline tools in the Doc Sharing folder students may chose to use (or not).

Research Paper Due: December 2, 2012, by 10:00pm. Late work will be penalized.
Examinations (500 Points)

There will be two (2) examinations during the semester – the Midterm and the Final. The examinations will be completed “individually” and outside of class on-line. The examination will be based on information found within the course textbook and materials provided in the Doc Sharing section.

Completed Midterm Examination Due: October 14, 2012 by 10:00pm
Completed Final Examination Due: December 9, 2012 by 10:00pm

TECHNOLOGY REQUIREMENTS

The student will need access to high-speed internet connection, with a modern computer (Windows XP or newer, MS Office, Internet Explorer (6.0, 7.0, or 8.0). It is probable that lectures will be conducted via the web, using ClassLive Pro. Students will be given instructions as to how to access this program via the Drop box. Students also will need a microphone and speakers (preferable a headset) in order to hear and talk with the Professor.

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the “myCourses” tab, and then select the “Browser Test” link under Support Services.

ACCESS AND NAVIGATION

This course was developed and will be facilitated utilizing eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu. For additional information on how to be a successful student, log in to tamuc; password online, and read the information provided.

Students will access and follow all course instructions found in the weekly content area; they will participate in ClassLive Pro sessions, as well as Discussion Boards, submit assignments via the Drop Box tab, and take the Final Exam.

COMMUNICATION AND SUPPORT
Information on how to contact your Professor is provided on the first page. Email is the preferred method of communication. Every effort will be made to respond to your email within 24 to 48 hours. If personal meetings are desired, an appointment must first be made and confirmed. As this is a summer class, no set office hours are in effect. The Professor will communicate with students via email, ClassLive Pro, and eCollege Announcements. All communications are expected to be of professional nature, with proper spelling and punctuation.

SUBMITTING ASSIGNMENTS
Protocol for Preparing Homework or Other Submittals
Submitted student work must be prepared using Microsoft Word, and PowerPoint; other word processing formats will not be accepted. Keep your electronic copies for future use in capstone or portfolio courses.

Neat, professional appearing submittals, which are well organized, communicate your thoughts well, and contain technically correct information will receive higher scores. Additional guidelines for the term paper and PowerPoint slides will be provided in the Doc Sharing section and/or Announcements.

Put your name on the top of your submitted work product. Many submitted documents do not have a student’s name or other needed identifiers. These submittals will not be graded.

You will receive a failing grade for each assignment that does not have the following information at the top of each uploaded submittal; 1) your name, 2) the chapter homework number, and 3) the course name and number.

Use spell-check and grammar-check before submitting your work product.
Required file naming convention: All uploaded files for this course MUST use the following file naming convention. Uploaded files that do not meet this file naming convention Will Not Be Graded. E-mail not using the course naming convention will not be returned.

Convention: LastName,Initial(s),CourseNumber,SubmittalName/Number,Extension
Examples: SmithJB-TMG311-01W-HW01.doc
(No Spaces Use Dashes)

STUDENT SUPPORT
Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours per day, seven days per week:
1. Chat Support: Click on “Live Support” on the tool bar within your course to chat with an eCollege representative
2. Phone: 1-866-656-5511 (toll free) to speak with an eCollege Technical Support Representative
3. Email: helpdesk@online.tamu-c.org
4. Help: Click on the “Help” button on the toolbar for information regarding working with eCollege (i.e., “how to submit to the drop box, etc.”)
Course Specific Procedures:

Plagiarism represents disregard for academic standards and is against University policy. Plagiarized work will result in failure of the course and further administrative sanctions according to University policy. Guidelines for properly quoting and citing someone else’s works can be found in a variety of handbooks and online resources.

In addition the College has instituted its own form to prevent plagiarism. All students are required to read the form and send an e-mail to the Professor indicating that they have read, understand, and accept this policy within one (1) week of the start of the semester. Failure to do so will result in being dropped from the course.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

Late Submittals are not accepted.

Incompletes are not available. A student may drop a course by logging into their myLeo account and clicking on the hyperlink labeled “Drop a class” from the choices found. All materials used in this course, including PowerPoint slides, this syllabus, etc. are copyrighted by the Professor and cannot be used without express written permission. Every effort has been made to produce a syllabus that is free of errors; however, the Professor reserves the right to edit and modify the syllabus at any time.
Even though every effort has been made to produce an error-free syllabus, including due dates and assignments, the Professor reserves the right to edit or modify the syllabus at any time. All materials, including syllabus, notes, etc. are copywrited by the Professor. Revised 8 August 2012.

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<tr>
<th>Course Outline / Calendar</th>
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<tr>
<td>1st Official Day of Class</td>
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<tr>
<td>Review objectives, syllabus, etc. Become familiar with MyLeo and e-College software. Submit required acknowledgements</td>
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<td>Part 01 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 09-16-12</td>
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<td>Part 02 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 10-07-12</td>
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<td>Midterm Exam. Due by 10-14-12 @ 10:00 pm CT</td>
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<td>Part 03 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 10-28-12</td>
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<td>Part 04 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 11-18-12</td>
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<td>Research Paper. Due 12-02-12 by 10:00 pm CT</td>
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<td>Part 05 – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Due by 10:00 pm, CT, 12-02-12</td>
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<td>Final Exam. Due by 12-09-12, 10:00 pm CT</td>
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