Instructor: David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor
Office Location: AG/IT 213 B
Office Hours: By Appointment
Office Phone: 903.886.5471
Office Fax: 903.886.5960
University Email Address: David.Anderson@tamuc.edu

Course Meeting: On-line

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

   Soft cover: 363 pages
   Publisher: Wiley
   (2011)
   ISBN: 978-1182-1113-7

AND

STYLE/FORMAT REFERENCES


Course Description:
A study of risk assessment and management techniques, methods, and models used in industry to minimize, control and communicate risks, including conducting various risk management protocols. In addition, the class will examine ISO 14001 and ISO 31000 standards. (Note: This course is 100% on-line).

Student Learning Outcomes:
As an upper level course, students need to be exposed not only to the technical knowledge content of the subject and to the integration of the subject’s technical content into a risk
management system. This includes the understanding of several management tools used in the professional application of industrial risk management.

This course will assist the learner in understanding what is contained in a dynamics and technical applications of risk management and how to development such types of document.

At the end of this course the student will be able to discern the need, application, and implementation of the following aspects of risk management:

1. Master an understanding of conditions and specification standards associated with risk management and communications, including applicable laws, as demonstrated by team PowerPoint submission
2. Conduct risk management analyses (and assessments) in various industrial/business environments addressing regulatory requirements and concerns
3. Demonstrate skills to assess and communicate risks
4. Develop action plans appropriate for augmenting, promoting and maintaining risk management programs including communications.
5. Develop a working knowledge of product safety as an essential element of risk management including ISO 31000 and corporate health and safety programs as addressed by ISO 14001

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.

Grading

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. Evaluations of assignments will reflect these basic concerns, including the proper use and punctuation of all correspondence, including Discussion Boards.

Evaluations of Discussions will be based on Content, Writing, and Feedback; each deliverable will be graded in accord with the following criteria guidelines:

a. Creative Ability / Originality / APA format (25%)
b. Scientific Thought (30%)
c. Thoroughness (15%)
d. Skill (15%)
e. Clarity and format (15%)
Assessment Against Knowledge of Course Objectives

All course objectives will be assessed using responses from submitted assignments and/or examination(s). The learners will be expected to articulate appropriate comments, observations, answers, or treatise concerning each of the course objectives, during discussions, the open book midterm, comprehensive final examination, and one workshop submittal.

Be visually effective in communicating your message. Your work 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. Evaluations of your student work products will reflect these same basic concerns. Neat, professional appearing submittals, which are well organized, communicate your thoughts well, and contain technically correct information will receive higher scores.

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 for the Discussion Boards, your professional code of ethics, and the final examination. Use spell-check and grammar-check before submitting your work product.

EXAMINATION AND SUBMITTALS GRADE VALUES

- 14 Discussion Boards and participation (145 points) – Discussion Boards – initial response due by Thursday @ 10 pm; you must post at least 2 other comments by Saturday @ 10 pm.
- Team PowerPoint submission (200 points)
- Mid-term exam (150 points)
- Comprehensive final exam (300 points)

Academic Honesty Policy - 10 points. Maximum point value = 800 points

Attendance
More than two unexcused absences from discussion boards during the semester will cost the student the student a half of a letter grade.

Grades will be determined by the following:

<table>
<thead>
<tr>
<th>%</th>
<th>Total Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>720 - 800</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>640 - 719</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>560 - 639</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>480 - 559</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 60</td>
<td>&lt; 480</td>
<td>F</td>
</tr>
</tbody>
</table>

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.

In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating your message. Your work 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. Evaluations of your student work products will reflect these same basic concerns. 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 Will Not Be Graded. E-mail not using the course naming convention will not be returned.

Convention: LastName,Initial(s),CourseNumber,SubmitName/Number,Extension 
Examples: SmithJB-TMGT-411-01W-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 AND UNIVERSITY PROCEDURES/POLICIES

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.

The College of Science, Engineering and Agriculture (CoSEA) has implemented an Academic 
Honesty Policy, and it has been placed in the “Doc Sharing” section. All students are 
required to read and accept these terms; submit a signed copy into the Drop Box 
for Week, due within the first 3 days of the start of the semester. Anyone who does not 
comply with this requirement will be dropped from the class. The Professor reserves the 
right to revise the syllabus at any time; if so, revised copies will be provided.

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
Not accepted. However, you may receive an extension for good cause if you contact your Professor before the assignment is due by means of an e-mail or memo in which you (1) explain the reason for the delay and (2) propose a reasonable deadline (less than one week), which you then keep. The e-mail or memo is a contract. Failure to keep the new deadline breaks the contract, and your assignment won’t be accepted. Use this option no more than once in a semester.

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.

COURSE OUTLINE / CALENDAR

Remember, this is a condensed course. The content is the same for this semester, as it is for full semesters

<table>
<thead>
<tr>
<th>Targeted Dates</th>
<th>Topics and Breaks</th>
<th>Student deliverables. Textbook Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-14-13</td>
<td>1st Official Day of Class</td>
<td>Read the syllabus, and other introductory documents and become familiar with the assignments and know how to use e-College software</td>
</tr>
<tr>
<td>01-15-13</td>
<td>Introduction to Industrial Risk Management</td>
<td>Week 1: Read Chapters 1-3</td>
</tr>
<tr>
<td>01-17-13</td>
<td>Academic Honesty Policy</td>
<td>Must be signed and returned to drop box by 11:59 pm.</td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Details</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Week 2</td>
<td>Regulations OSHA / EPA / DOT Web Page Review</td>
<td>Be familiar with the contents at <a href="http://www.OSHA.gov">www.OSHA.gov</a>, <a href="http://www.epa.gov">www.epa.gov</a> and <a href="http://www.dot.gov">www.dot.gov</a> that address Risk Management. Participate in Discussion Board 1; Initial response due by 1-24; final postings due by 1-26 – both no later than 10:00 PM. Determine teams. See Doc Sharing.</td>
</tr>
<tr>
<td>Week 3</td>
<td>Regulations</td>
<td>Discussion Board 2. Submit initial response no later than 1-31-13 and second response no later than 2-2-13 – both due by 10:00 pm. By 2-3-13 Submit team leader and members via email.</td>
</tr>
<tr>
<td>Week 4</td>
<td>Chapter 3</td>
<td>Discussion Board 3. Final postings due no later than 2-9-13.</td>
</tr>
<tr>
<td>Week 5</td>
<td>ISO 14001 and ISO 31000</td>
<td>Discussion Board 4. Final postings due no later than 02-16-13 @ 10 pm</td>
</tr>
<tr>
<td>Week 6</td>
<td>Chapters 4, 5 &amp; 6</td>
<td>Discussion Board 5. Due no later than 2-23-13@ 10pm.</td>
</tr>
<tr>
<td>Week 7</td>
<td>Chapters 7 - 12</td>
<td>Discussion Board 6. Final postings due no later than 3-2-13 @ 10 pm. Team PowerPoint due 3-3-13 by 10 pm.</td>
</tr>
<tr>
<td>Week 8</td>
<td>Chapters 13 &amp; 14</td>
<td>Discussion Board 7. Due by 3-9-13 @ 10 pm. Midterm exam due by 3-6-13 @ 10 pm.</td>
</tr>
<tr>
<td>Spring Break</td>
<td>03-11-13 to 03-15-13</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Week 9</td>
<td>Chapters 15 &amp; 16</td>
<td>Discussion Board 8. Initial posting due by 3-21, with final postings due by 3-23-13 @ 10 pm.</td>
</tr>
<tr>
<td>Week 10</td>
<td>Chapter 17</td>
<td>Discussion Board 9. Final postings due by 3-30-13 @ 10 pm.</td>
</tr>
<tr>
<td>Week 11</td>
<td>Chapter 18</td>
<td>Discussion Board 10. Final postings due by 4-6-13 @ 10 pm.</td>
</tr>
<tr>
<td>Week 12</td>
<td>Chapter 19</td>
<td>Discussion Board 11. Final postings due by 4-13-13 @ 10 pm.</td>
</tr>
<tr>
<td>Week 13</td>
<td>Chapter 20</td>
<td>Discussion Board 12. Final postings due by 4-20-13 @ 10 pm.</td>
</tr>
<tr>
<td>Week 14</td>
<td>Chapter 21</td>
<td>Discussion Board 13. Final postings due by 4-27-13 @ 10 pm.</td>
</tr>
<tr>
<td>Week 15</td>
<td>Final Exam</td>
<td>Discussion Board 14. Final postings due by 5-4-13 @ 10 pm.</td>
</tr>
<tr>
<td>05-11-11</td>
<td>Final Exam Due by 5-7-13</td>
<td>Final exams submitted before 5-5-13 @ 5:00 pm will receive 5 extra points.</td>
</tr>
</tbody>
</table>

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 copyrighted by the Professor. Revised 29 November 2012.