COURSE: SMGT 523-01W Industrial Hygiene & Safety Mgmt
(CRN: 22203)

COURSE SYLLABUS: Spring, 2013

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

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:
Fundamentals of Industrial Hygiene; 6th Edition
Barbara A. Plog and Patricia J. Quinlan
(NSC Product Number 151490000)
Copyright 2012

AND

STYLE/FORMAT REFERENCES

[Required without exception].

Course Description:
An advanced study of industrial hygiene and safety and the application of scientific and
engineering principles to the analysis of processes, equipment, products, facilities, and
environments in order to optimize safety and health effectiveness for private, state and federal
safety programs. Topics include fundamental units of mass, length and time, fundamental
chemistry of gases and vapors, safe spill response, medical monitoring, protective
equipment/clothing, instrumentation and study of OSHA regulations and other guidelines.

(Note: This course is 100 % on-line).
Student Learning Outcomes:
At the end of the course the student will be able to:
1. Consider the importance and contribution of Industrial Hygiene in the workplace environment and differentiate between gases, vapors, solvents, and particulates.
2. Demonstrate competencies in indentifying, evaluating and controlling hazards including chemical, physical, biological, and ergonomic hazards.
3. Develop an understanding and differentiate between the different occupational health and safety professions.
4. Compare and contrast the different government regulations and their impact on the workforce and safety and health management.
5. Assess and summarize the history of the Occupational Safety and Health Administration, including health-based regulations.

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 assignments will reflect these basic concerns and each deliverable will be graded in accord with the following criteria guidelines:
- Creative Ability / Originality (25%)
- Scientific Thought (30%)
- Thoroughness (15%)
- Skill (15%)
- Clarity and format (15%)

Discussion Boards will be graded for Content (60%), Feedback (20%), and Writing (20%).

Assessment Against Knowledge of Course Objectives
All course objectives will be assessed using responses from submitted assignments or examination(s). The learners will be expected to articulate appropriate comments, observations, answers, or treatise concerning each of the course objectives, during discussions, and the open book 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**

Active class contribution/participation (worth a total of 150 points)
Mid-term Examination, open book (worth a total of 200 points)
Term paper (worth a total of 250 points)
Final open book examination (worth a total of 400 points)

**Mid-term/ Term paper / Final Exam**

There will be exams over the chapter content, reading assignments, and PowerPoint slides in this course, consisting of true/false, fill-in-the-blank, short essay, and multiple choice. These exams will be open at specific times throughout the semester, and will not be re-opened.

A Mid-term exam will be posted and must be completed by March 13, 2013 and will be worth 200 points. It will be open book, open notes, and will be based on reading assignments in the textbook, lectures, slides, etc. and will be timed.

The term paper, worth 250 points, is due by May 1, 2013. The topic of choice will be left to the student pertinent to the subject matter; however, all topics must receive prior approval from the Professor and must follow APA format.

The final examination will be held in similar fashion to the Mid-term; it will be comprehensive and will also include questions that require a 100-500 word response. The final examination is due May 6, 2013. Early submission may entitle the student to five (5) extra bonus points.

**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>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>800-890</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>700-790</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>600-690</td>
<td>D</td>
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</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. 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. The Professor reserves the right to revise the syllabus at any time; if this is done, a new syllabus will be posted and notice sent out to the student. Appointments are encouraged.

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,SubmittalName/Number,Extension
Examples: SmithJB-SMGT-523-01W-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. A has been placed in the “Doc Sharing” section. All students are required to read and accept these terms. An e-mail must be sent back to the Professor
indicating the student has read and does accept these terms, or a signed copy (in pdf format placed in the Drop Box for Week 1). Students are required do this within the first 7 days of the start of the semester. Anyone who does not comply with this requirement will be dropped from the class.

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. There is no guarantee this will be 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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Chapter Assignments</th>
<th>Assignment/ Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Jan 14 - 20</td>
<td>Chapters 1, 30 &amp; 31 plus all Appendices</td>
<td>Academic Honesty Policy Due. Discussion Board 1 (Initial posting due by Thursday, follow-up postings due each Sunday, both by 10 pm). The same schedule is consistent throughout the course.</td>
</tr>
<tr>
<td>Week 2</td>
<td>Jan 21 - 27</td>
<td>Part II (Chapters 2 – 3)</td>
<td>Discussion Board 2</td>
</tr>
<tr>
<td>Week 3</td>
<td>Jan 28 - Feb 3</td>
<td>Chapters 4 - 5</td>
<td>Discussion Board 3</td>
</tr>
<tr>
<td>Week 4</td>
<td>Feb 4 - 10</td>
<td>Chapters 6 - 8; revisit Appendix B</td>
<td>Discussion Board 4</td>
</tr>
<tr>
<td>Week 5</td>
<td>Feb 11 - 17</td>
<td>Chapter 9</td>
<td>Discussion Board 5</td>
</tr>
<tr>
<td>Week 6</td>
<td>Feb 18 - 24</td>
<td>Chapters 10 - 12</td>
<td>Discussion Board 6</td>
</tr>
<tr>
<td>Week 7</td>
<td>Feb 25 – Mar 3</td>
<td>Chapter 13</td>
<td>Discussion Board 7</td>
</tr>
<tr>
<td>Week 8</td>
<td>Mar 4 - 10</td>
<td>Chapter 14</td>
<td><strong>Mid-term Due by 03/13</strong></td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td>Mar 11 - 17</td>
<td><strong>Reading Assignments</strong></td>
<td><strong>Reading Assignments</strong></td>
</tr>
<tr>
<td>Week 9</td>
<td>Mar 17 - 24</td>
<td>Part IV (Chapters 15, 16, &amp; 17)</td>
<td>Discussion Board 8</td>
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<tr>
<td>Week 10</td>
<td>Mar 25 – 31</td>
<td>Chapters 18 - 21</td>
<td>Discussion Board 9</td>
</tr>
<tr>
<td>Week 11</td>
<td>Apr 1 - 7</td>
<td>Chapters 22 &amp; 23</td>
<td>Discussion Board 10</td>
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<tr>
<td>Week 12</td>
<td>Apr 8 - 14</td>
<td>Chapters 24 &amp; 25</td>
<td>Discussion Board 11</td>
</tr>
<tr>
<td>Week 13</td>
<td>Apr 15 - 21</td>
<td>Chapters 26 &amp; 27</td>
<td>Discussion Board 12</td>
</tr>
<tr>
<td>Week 14</td>
<td>Apr 22 – 28</td>
<td>Chapters 28 &amp; 29</td>
<td><strong>Term Paper Due by May 1</strong></td>
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<tr>
<td>Week 15</td>
<td>Apr 29 – May 5</td>
<td>Self-Review</td>
<td>Final Exam Due by May 6.</td>
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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. Prepared 7 December 2012.