COURSE: TMGT 411-01E Risk Management (CRN: 21043)

COURSE SYLLABUS: Spring 2015
(January 20 through May 15, 2015)

Instructor: David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor
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COURSE INFORMATION

Course Meeting: Tuesday, AGIT 126, 9:00 – 10:15 am. Also, on-line work is required.

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.

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).

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, class participation, and team presentation will be based on Content, Writing, Feedback and effectiveness of participation/presentation; 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, and the open book midterm, comprehensive final examination, and one team presentation.

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 (150 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)

Attendance
More than two unexcused absences from discussion boards and/or class 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](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 class discussions, as well as Discussion Boards, submit assignments via the Drop Box tab, participate in team presentations, and take the Midterm and Final Exams.

**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, in class, 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.

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 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.

Conventional: LastName,Initial(s),CourseNumber,SubmittalName/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**

**University Required Statements**

**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@tamuc.edu
Student Disability Resources & Services
**Non-Discrimination Statement**

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**Course Specific Procedures:**

**IMPORTANT NOTICE!!!** Grading policies and requirements identified in this syllabus are non-negotiable and will be followed in this course with all students held to an identical standard. If you do not agree with any requirement herein, believe any of them to be “unfair” or “unreasonable,” or believe that less should be expected of you than your classmates to earn a comparable grade, you should IMMEDIATELY DROP this course and re-evaluate your dedication to academic integrity and success!

**Student Conduct/Citizenship**

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).

Students are expected, at all times, to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time and effort toward the educational process.

At no time is a student allowed to exchange dialog with, make requests of, or make implications to a member of faculty that could be construed as a request for, or expectation of, preferential or differential treatment among members of a class. A student may not place an instructor in a position in which there is an expectation by the student that (s)he will be evaluated, assessed, or given consideration in a manner inconsistent with that of the entire class. All students within a class will be held to an identical standard of expectation and assessment, within the law.

**Scholarly Expectations**

Work submitted is expected to demonstrate higher-order thinking skills and represent the student’s best possible effort on the assignment. A student should NEVER ask an instructor what they made on a particular assignment for the purpose of determining how much effort to put into the next assignment. Any effort, on any activity, that is less that the student’s best is insufficient and will most likely be reflected in the grade. If a passing grade is desired in this course, it must be demonstrated by virtue of your performance throughout the course.

**Academic Honesty Policy**
Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple or repeated classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created by the scholar uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F on the assignment is considered appropriate as a minimum consequence.

Also, be aware that the statute of limitations for penalties for plagiarism does not end upon the completion of the course or even upon graduation. If an instance of plagiarism is found anytime after the completion of the course, the course grade is subject to change accordingly and any awarded degree utilizing the course is subject to revocation.

To avoid plagiarism, an individual must give credit whenever they:
   a) use another individual's idea, opinion, or theory;
   b) use facts, statistics, graphs, and drawings that are not common knowledge;
   c) use quotations of another individual's spoken or written words; or
   d) paraphrase another individual's spoken or written words.

Any works referenced should be properly cited in accordance with APA 6th edition style.

Web resources for additional reference regarding what constitutes plagiarism and how to avoid it include:
   http://www.plagiarism.org/
   http://www.unc.edu/depts/wcweb/handouts/plagiarism.html
   http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

Drops & Withdrawals (and understanding the difference)

Drop – Removal of the student from one or more courses while remaining actively enrolled in one or more remaining courses in a given semester. A drop must be initiated by the student, with reason, subject to instructor approval, or it may be initiated by the instructor in the case of excessive absences, at the discretion of the instructor. Drop requests must be submitted on or before the drop deadline. A student may not be dropped from a single course after the drop deadline is passed. Requests to drop a course are submitted via the student’s myLEO account.

Withdraw – Elective removal of the student from ALL courses in which (s)he is enrolled in a given semester. A withdrawal request must be initiated by the student submitting the official Withdrawal Form to the Office of the Registrar on or before the last day to withdraw. Withdrawals cannot be initiated by instructors and do not require instructor approval.
During the open registration period at the beginning of the semester, students may add or drop courses without specific authorization (prerequisite requirements and permission-only courses excepted). Should the student determine it to be necessary to drop the course, or withdraw from the semester, it is the student’s sole responsibility to submit the proper request PRIOR to the official deadlines to complete either of these actions. Drop/Withdrawal requests may NOT be submitted through your instructor and informing your instructor of your intent to take either action does not constitute your official request to do so. Instructor approval is required to drop the course after the end of the open-enrollment period and prior to the drop deadline. The student cannot be dropped after the drop deadline or withdraw after the withdrawal deadline. (This is university procedure, NOT an instructor decision.) The instructor is required to submit the actual grade earned by each student remaining on the official roster after the withdrawal deadline, regardless of the level of grade attainment. The student must contact their academic advisor to determine what effect the drop/withdrawal will have on their academic progress prior to initiating either action.

The student is responsible for confirming official university dates/deadlines and meeting any and all necessary deadlines pertaining to drops & withdrawals. In the event of a discrepancy between a date provided in the course and a date on the official university calendar, the date on the official university calendar, or revised date officially announced by the registrar or other authorized university official, will take precedence.

**Time Commitment (16-week term)**

In a college-level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to on-line and web-enhanced courses just as it does to a tradition course when determining the total expectation of time that should be spent on a particular course per week, or day in the case of summer or sub-term courses. The activities in this course are based on a 15-week instruction schedule. An understanding of this expectation can help serve as a gauge for you to determine a range of how much time you will need to allow for and devote to each course. The average time commitment range calculation for a three Semester Credit Hour (3 SCH) course, such as this one, is show in the following table:

<table>
<thead>
<tr>
<th>Average expected time spent on class or class related work.</th>
<th>Minimum expected average time based on 3:1 time ratio.</th>
<th>Maximum expected average time based on 4:1 time ratio.</th>
</tr>
</thead>
<tbody>
<tr>
<td>“In” class per class week</td>
<td>2hr. 30min.</td>
<td>2hr. 30min.</td>
</tr>
<tr>
<td>“Outside” class per class week</td>
<td>7hr. 30min.</td>
<td>10hr. 00min.</td>
</tr>
<tr>
<td><strong>TOTAL Weekly Expectation</strong></td>
<td><strong>10hr. 00min.</strong></td>
<td><strong>12hr. 30min.</strong></td>
</tr>
<tr>
<td><strong>TOTAL Term Expectation</strong></td>
<td><strong>150hr. 00min.</strong></td>
<td><strong>187hr. 30min.</strong></td>
</tr>
</tbody>
</table>

**Grade of "X" (Incomplete)**

In accordance with the Academic Procedures stated in the TAMU-C Catalog, "students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a
mark of ‘X’ (incomplete) in all courses in which they were maintaining passing grades.” The mark of "X" is rarely applicable and will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation. Discovery of an impending failure of a course, although personally disappointing, DOES NOT constitute an emergency in academia and does not meet the criteria for the assignment of an incomplete.

Surveys/Course Evaluations

Your feedback may be requested by Texas A&M University-Commerce during the semester/term regarding your course. It is important that you take a serious and constructive approach to this activity. The information gained from you will assist in course evaluation by the university/college/department to insure that effective learning is taking place within the existing course structure. If changes are indicated, this will help with course re-design and/or other revisions that will make the course more relevant for future students and the employers of graduates.

This Syllabus

This syllabus constitutes the contractual document between faculty and students in the course. A student’s continued enrollment in the course following the posting of the final, official syllabus at the beginning of the term signifies the student's understanding of and complete acceptance of this contract and the procedures, requirements, and evaluation criteria contained herein. Any student not accepting this contract is to immediately drop this course. The syllabus identifies credit-earning activities for which you will be responsible to submit in the course. The occurrence of a need to vary from the original syllabus is rare; however, unforeseen circumstances and logistical issues could arise during the course of a semester that necessitates a minor modification in the originally planned activities or procedures. Changes to a syllabus are not made without sufficient justification and assurance that any changes implemented would not impact the students’ ability to complete the course. Any variations that may be determined necessary during the course by the instructor will be appropriately announced in the courseware along with relevant information pertaining to the modification and an updated version of the syllabus will be provided.

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>01-20-15</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. First class meeting.</td>
</tr>
<tr>
<td>01-20-15</td>
<td>Introduction to Industrial Risk Management</td>
<td>Week 1: Read Chapters 1-3</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 1-29; final postings due by 1-31 – both no later than 10:00 PM. <strong>Determine teams. See Doc Sharing.</strong></td>
</tr>
<tr>
<td>Week 3</td>
<td>Regulations</td>
<td>Discussion Board 2. Submit initial response no later than 2-5 and second response no later than 2-7 – both due by 10:00 pm. <strong>Select and submit team leader and members via email</strong> by 1-31</td>
</tr>
<tr>
<td>Week 4</td>
<td>Chapter 3</td>
<td>Discussion Board 3. Final postings due no later than 2-13 @ 10 pm</td>
</tr>
<tr>
<td>Week 5</td>
<td>ISO 14001 and ISO 31000</td>
<td>Discussion Board 4. Final postings due no later than 02-21 @ 10 pm</td>
</tr>
<tr>
<td>Week 6</td>
<td>Chapters 4, 5 &amp; 6 (No class meeting)</td>
<td>Discussion Board 5. Due no later than 2-28 @ 10pm</td>
</tr>
<tr>
<td>Week 7</td>
<td>Chapters 7 - 12</td>
<td>Discussion Board 6. Final postings due no later than 3-7 @ 10 pm.</td>
</tr>
<tr>
<td>Week 8</td>
<td>Chapters 13 &amp; 14</td>
<td>Discussion Board 7. Due by 3-14 @ 10 pm. <strong>Midterm exam due by 3-14-15 @ 10 pm.</strong></td>
</tr>
<tr>
<td>Spring Break</td>
<td>03-16-15 to 03-20-15</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 3-26, with final postings due by 3-28 @ 10 pm.</td>
</tr>
<tr>
<td>Week 10</td>
<td>Chapter 17</td>
<td>Discussion Board 9. Final postings due by 4-4 @ 10 pm.</td>
</tr>
<tr>
<td>Week 11</td>
<td>Chapter 18 (No class meeting)</td>
<td>Discussion Board 10. Final postings due by 4-11 @ 10 pm.</td>
</tr>
<tr>
<td>Week 12</td>
<td>Chapter 19</td>
<td>Discussion Board 11. Final postings due by 4-18 @ 10 pm.</td>
</tr>
<tr>
<td>Week 13</td>
<td>Chapter 20</td>
<td>Discussion Board 12. Final postings due by 4-25 @ 10 pm.</td>
</tr>
<tr>
<td>Week 14</td>
<td>Chapter 21. <strong>Team PowerPoint presentations</strong></td>
<td><strong>Discussion Board 13.</strong> Final postings due by 5-2 @ 10 pm.</td>
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<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Week 15</td>
<td>Final Exam</td>
<td><strong>Discussion Board 14.</strong> Final postings due by 5-9 @ 10 pm.</td>
</tr>
<tr>
<td>05-11-11</td>
<td>Final Exam Due by 5-9-15</td>
<td>Final exams submitted before 5-4 @ 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 4 December 2014.