



**COURSE: TMGT 311-01W Environmental and Safety Management**

**CRN: 82494**

**COURSE SYLLABUS: Fall, 2014 (August 25 – December 12, 2014)**

**PROFESSOR**

David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor

Office Location: AG/IT 213B

Office Hours: **By Appointment**; normally Tuesday-Wednesday, 9:00 – 2:00. Due to University and other requirements, appointments are preferred.

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<b>COURSE INFORMATION</b>
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**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**

**ISBN 13: 978-0-13-700916-9**

**PUBLISHER: Pearson Prentice Hall**

**PUBLICATION DATE: 2011**

**AND**

**STYLE / FORMAT REFERENCES**

Publication Manual of the American Psychological Association (APA), 6th Edition.

[**Required without exception**].

**SUGGESTED READINGS:**

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

**COURSE DESCRIPTION:**

From the Course Catalog: “Study of the history and application of OSHA and EPA regulations and regulatory effects on program management.”

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 concepts 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.**

### **Statement of Ethical and Professional Conduct:**

Students enrolled in this course are expected to follow the highest level of ethical and professional behavior at all times. Each student will be expected to maintain legal, ethical and moral principles, practice professionalism and civility throughout this course of study.

### **Actionable Conduct:**

The following actions on the part of the student will bring sanction against that student:

- **Dishonest Conduct:** Seeking to obtain unfair advantage by stealing, purchasing or receiving copies of course related assignments, projects, examinations.  
     Intentionally preventing others from completing their course related work.  
     The falsifying of records in order to gain admission or in order to complete an academic program of study.  
     The purchase of course related work from any outside or external source.
- **Cheating:** The unauthorized use or copying of another's work and reporting or representing it as your own.
- **Plagiarism:** Using or copying someone else's words, ideas and/or work without citations and the giving of proper credit (reference).
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of your personal gain.

### **Sanctions:**

Faculty, guided by a clearly delineated policy in the course syllabus, will be the arbiter for all in-class violations.

All violations will be reported to the Department Head of Engineering & Technology to assure equity and to provide appropriate counsel. In addition, the Department Head will maintain departmental records of violations by students. Sanctions beyond those imposed on the student by the course faculty member will be in the hands of the Department Head and the Dean. Potentially, for any repeated violations, a student could receive permanent expulsion from **Texas A&M University-Commerce**. Administrators, faculty and students are guided by the course syllabus, current undergraduate and/or graduate catalogs of the University, University Rules & Procedures, and **The Student's Guidebook**.

***Students will always be afforded due process and review as appropriate under University policy.***

As an official university student enrolled in this academic course, you will be held accountable for your actions in this course. This *Academic Honesty Policy* is in effect for the duration of this course of study and all enrolled students are expected to abide by the stated policy.

1. If you **cannot accept** this *Academic Honesty Policy* you must notify your Professor immediately by email and **also officially withdraw from this course of study.**
2. If you choose to remain in this course you are hereby **accepting and agreeing to abide** by this *Academic Honesty Policy*. **No further action on your part is required.**

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.

## 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

Assignment	Maximum Points
Homework (5 Assignments @ 50 points, maximum)	250
Mid-term Exam	200
Final Examination	300
<b>TOTAL</b>	<b>750</b>

Grades will be determined by the following:

%	Total Points	Grade
90-100	675-750	A
80-89	600-674	B
70-79	525-599	C
60-69	450-524	D
< 60	< 450	F

## **Homework (250 Points)**

The textbook is broken down into 5 specific segments. There are 5 homework assignments that coincide with test specific segments. You will be asked to address specific questions regarding these segments. While not all segments are the same length, the point value for each segment is the same (maximum 50 points per segment).

## **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 18, 2014 by 10:00pm**

**Completed Final Examination Due: December 9, 2014 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](mailto: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 Discussion Boards, submit assignments via the Drop Box tabs, and take the Mid Term 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. Office hours are considered guidelines; appointments must be made to confirm availability. The Professor will communicate with students via email, 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.

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.

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.

Required Naming Convention:

LastName,Initial(s),CourseNumber,SubmittalName/Number,Extension

Examples: **SmithJB-TMGT311-01W-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](mailto: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.")

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
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#### **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:

#### Students with Disabilities:

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**  
**Room 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

### 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

**Avoid them.** However, you can 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. Severe point deductions will be applied to late submissions without an approved extension.

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.

<b>COURSE OUTLINE / CALENDAR</b>
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	<b>Dates</b>
1st Official Day of Class	08-25-14
Review objectives, syllabus, etc. Become familiar with MyLeo and e-College software. Review Academic Honesty Policy. Begin reading	Week 1

chapters in textbook.	
Continue reading chapters; review materials in Doc Sharing	Week 2
<b>Part 01</b> – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. <b>Part 01 due by 10:00 pm, CT, 09-13-14</b>	<b>Week 3</b>
Continue reading chapters; review materials in Doc Sharing	Week 4
Continue reading chapters; review materials in Doc Sharing	Week 5
<b>Part 02</b> – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. Prepare for Midterm Exam. <b>Part 02 due by 10:00 pm, CT, 10-04-14</b>	<b>Week 6</b>
Continue reading chapters; review materials in Doc Sharing; prepare for Midterm Exam	Week 7
<b>Midterm Exam. Due by 10-18-14 @ 10:00 pm CT</b>	<b>Week 8</b>
<b>Part 03</b> – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. <b>Part 03 due by 10:00 pm, CT, 10-25-14</b>	<b>Week 9</b>
Continue reading chapters; review materials in Doc Sharing	Week 10
Continue reading chapters; review materials in Doc Sharing	Week 11
<b>Part 04</b> – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. <b>Part 04 due by 10:00 pm, CT, 11-15-14</b>	<b>Week 12</b>
Continue reading chapters; review materials in Doc Sharing	Week 13
Continue reading chapters; review materials in Doc Sharing (Thanksgiving)	Week 14
<b>Part 05</b> – Read weekly assignments, lecture notes, and PowerPoint slides. Submit required work. <b>Part 05 due by 10:00 pm, CT, 12-04-13</b>	<b>Week 15</b>
<b>Final Exam. Due by 12-09-14, 10:00 pm CT</b>	Finals

All materials used in this course, including PowerPoint slides, this syllabus, etc. are copywrited 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. Revised 23 July 2014.