COURSE: TMGT 411-01W Risk Management
(CRN: 22274)

COURSE SYLLABUS: Spring 2016

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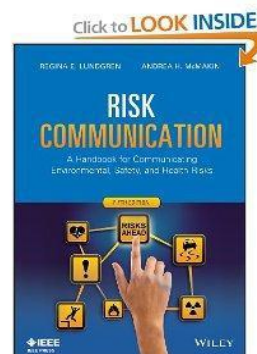
COURSE INFORMATION

Course Meeting: On-line

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

Risk Communication: A Handbook for Communicating Environmental, Safety, and Heath Risks, 5th Ed. by Regina E. Lundgren and Andrea H. McMakin

Soft cover: 389 pages
Publisher: IEEE Press / Wiley (2013)
ISBN: 9781118456934

AND

STYLE/FORMAT REFERENCES

Publication Manual of the American Psychological Association (APA), 6th Edition.
[**Required without exception**].

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.
(**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.

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, <mark>and the open book midterm, comprehensive final examination, and one team workshop submittal.</mark>

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. <mark>Use spell-check and grammar-check before submitting your work product.</mark>

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.
- Mid-term exam (150 points)
- Team PowerPoint submission (200 points)
- Comprehensive final exam (300 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:

%	Total Points	Grade
90-100	720 - 800	A
80-89	640 - 719	B
70-79	560 - 639	C
60-69	480 - 559	D
< 60	< 480	F

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 your 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 to **https://leo.tamuc.edu/**

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.

<mark>Use spell-check and grammar-check before submitting your work product.</mark>

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-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:

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 coping 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.

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

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

Targeted Dates	Topics and Breaks	Student deliverables. Textbook Chapters
01-18-16	1st Official Day of Class	Read the syllabus, and other introductory documents and become familiar with the assignments and know how to use e-College software
Week 1	Introduction to Industrial Risk Management	Week 1: Read Chapters 1-3
Week 2	Regulations OSHA / EPA / DOT Web Page Review	Be familiar with the contents at www.OSHA.gov , www.epa.gov and www.dot.gov that address Risk Management Participate in **Discussion Board 1**; Initial response due by 1-28; final postings due by 1-30 – both no later than 10:00 PM. **Determine teams. See Doc Sharing.**
Week 3	Regulations	**Discussion Board 2**. Submit initial response no later than 2-4 and second responses no later than 2-6 – both due by 10:00 pm.

Week 4	Chapter 3	**Discussion Board 3.** Initial posting due by 2-11 and final postings due no later than 2-13 – both by 10:00
Week 5	Chapters 4, 5 & 6	**Discussion Board 4.** Initial posting by 2-18 and final postings due no later than 02-20 by 10 pm. **By 2-20 Submit team leader and members via email to Professor**
Week 6	Chapters 7, 8 & 9	**Discussion Board 5.** Initial posting due by 2-25 and final postings no later than 2-27 by 10pm
Week 7	Chapters 10, 11 & 12	**Discussion Board 6.** Initial posting due by 3-3 and **f**inal postings due no later than 3-5 by 10 pm.
Week 8	Chapters 13 & 14	**Discussion Board 7.** Initial posting due by 3-10 and final postings due by 3-12 @ 10 pm. **Midterm exam due by 3-12 @ 10 pm.**
Spring Break	3-14-16 to 3-18-16	Spring Break
Week 9	Chapters 15 & 16	**Discussion Board 8.** Initial posting due by 3-24, with final postings due by 3-26 @ 10 pm.
Week 10	Chapter 17	**Discussion Board 9**. Initial posting due by 3-31 and final postings due by 4-1 @ 10 pm.
Week 11	Chapter 18	**Discussion Board 10.** Initial posting due by 4-7 and final postings due by 4-9 @ 10 pm.
Week 12	Chapter 19	**Discussion Board 11.** Initial posting due by 4-14 Final postings due by 4-16 @ 10 pm.
Week 13	Chapter 20	**Discussion Board 12.** Initial posting due by 4-21 and final postings due by 4-23 @ 10 pm.
Week 14	Chapter 21	**Discussion Board 13.** Initial posting due by 4-28 and final postings due by 4-30 @ 10 pm. **Team PowerPoint due 4-30 by 10 pm.**
Week 15	Final Exam	**Discussion Board 14.** Initial posting due by 5-5 and final postings due by 5-7 @ 10 pm.
05-13-16	Final Exam Due by 5-13-16	Final exams submitted before 5-13-16 @ 5:00 pm will receive 5 extra points.