TEXAS A&M UNIVERSITY COMMERCE

TMGT 311.01W Environmental and Safety Management
(Fall 2016)

Course Description, the main goal of this course is to study the history and application of OSHA and EPA regulations and regulatory effects on program management. Safety and environmental management and its organizational impact will be emphasized. Hazard assessment, prevention, and control will be other key points of the course.

Instructor: Perry Moler

> Instructor, Department of Engineering & Technology
> Texas A&M University - Commerce
> **Email:** Perry.Moler@tamuc.edu, **Phone:** 903-886-5361

Office Hours: M,R 9:00-10:00 am.; W 8:00-9:00 am.; F 9:00-11:00 am. or By appointment. (Office: AG/IT: 219)

> ✓ *These hours **might change** during semester, please check the course **announcements** regularly for any possibility of change in office hour schedule.*
> ✓ *If you want to see me anytime **other than** the office hours, please email or call me **to set an appointment** beforehand.*

Required Textbook: Occupational Safety and Health; for Technologists, Engineers, and Managers. David L. Goetsch. 8th Edition. Pearson. ISBN 13: 978-0-13-348417-5, ISBN 10: 0-13-348417-3.

Supplementary Text (Optional):

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

> ✓ **APA format is required** in all assignments and papers in this course. You can find the APA guidelines in this manual. There are also several online sources that outline the APA format. Therefore, you do not have to purchase this manual. It is optional.

Student Learning Outcomes:

   Upon satisfactory completion of the course, the student will:
> ✓ have an acknowledgement of significance of safety and management of safety at workplace,

✓ demonstrate comprehensive knowledge of implementation of environmental and safety management methods at any workplace,
✓ have an understanding of the evolution of occupational safety,
✓ have a complete knowledge of OSHA, Worker's Compensation, accident investigation, product safety and liability laws and regulations for environmental and safety management,
✓ be able to perform hazard assessment, prevention, and control methods.

Course Requirements

This course consists of a series of assignments, discussions, quizzes, exams, and a final project to assist you in achieving the outcomes/objectives for the course. Each week you will work on various combinations of these. Since this is a 100% online course, all course work will be posted on the eCollege course page. All your work must be submitted online as well.

Point Distribution

Assessment Type	%
Discussion Post	20
Assignments	25
Mid-term Exam	20
Final Exam	35
Total	**100**

Based on the points received, the grades will be determined according to the criteria below.

Grade Criteria

A	B	C	D	F
100 - 90	89 - 80	79 - 70	69 - 60	59 – 0

Important Notes:

✓ No Late work will be accepted
✓ The eCollege gradebook will be utilized to provide student feedback on earned scores. The goal is to have all assignments graded within 1 week of submission.
✓ Discussion posts will be graded based on the following:

Rubric for Discussion posts	
The content of your post: Creativity, originality, clarity, thoroughness	60%
Scientific thought: Support of your ideas (research with references)	40%

Technology Requirements

- To fully participate in online courses, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection.

- Current anti-virus software must be installed and kept up to date in order to share files without issues.

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

Access and Navigation

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University Commerce. To get started with the course, go to: http://www.tamuc.edu/myleo.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@tamuc.edu.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

Communication and Support

The primary tool to communicate with me is the email tool in Pearson LearningStudio (eCollege). The chat module in Pearson LearningStudio will also be utilized during office hours. Please feel free to email me at Perry.Moler@tamuc.edu, or call me at 903-886-5361 for any questions and concerns.

Academic Dishonesty

Texas A&M University-Commerce will not condone plagiarism in any form. Plagiarism represents disregard for academic standards and is strictly against University policy. Plagiarized work can result in a "0" on a given assignment(s) or an "F" for the course as well as further administrative sanctions permitted under University policy. You may discuss course work and other course materials with fellow students (except during tests), but it is inappropriate to have another student do your course work or provide you with any portion of it. Guidelines for properly quoting someone else's writings and the proper citing of sources can be found in the APA Publication Manual. If you do not understand the term "plagiarism", or if you have difficulty summarizing or documenting sources, contact your professor for assistance.

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:

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Office of Student Disability Resources and Services
Gee Library Room 132, Texas A&M University-Commerce
Phone (903) 886-5150 or (903) 886-5835, Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
Student Disability Resources and Services

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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).* Students are expected to attend all class periods and to be prepared for each class. Students are expected to refrain from any disruptive behaviors during class, which includes but is not limited to working on assignments/projects from another course, reading non-course materials, or using the computer for non-class purposes. Cell phones, iPods, and other electronic devices should be turned off during class.

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.

Texas Senate Bill - 11

(Government Code 411.2031, et al.) Authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer).

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Quick Outlines Topics & Schedule- More detail is provided in eCollege

Week #	Starting Day	Module
1	**29-Aug**	Historical Perspective and Overview
2	5-Sep	Historical Perspective and Overview
3	**12-Sep**	Laws and Regulations
4	29-Sep	Laws and Regulations
5	26-Sep	Laws and Regulations
6	**3-Oct**	The Human Element
7	10-Oct	The Human Element
8	17-Oct	The Human Element
9	**24-Oct**	**Mid-term Exam**
10	**31-Oct**	Hazard Assessment, Prevention, and Control
11	7-Nov	Hazard Assessment, Prevention, and Control
12	14-Nov	Hazard Assessment, Prevention, and Control
13	21-Nov	Hazard Assessment, Prevention, and Control
14	**28-Nov**	Management of Safety and Heath
15	5-Dec	Management of Safety and Heath
16	**12-Dec**	**Final Exam**