COURSE: TMGT 411-01W Risk Management

COURSE SYLLABUS: Spring 2017

Instructor: Perry Moler
Office Location: AG/IT 219
Office Hours: M,W,R 9:00am-10:00am, F 9:00 am – 11:00 am
Office Phone: 903.886.5361
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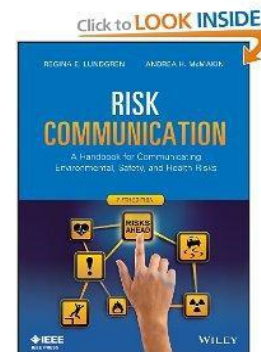

COURSE INFORMATION

Course Meeting: On-line

Materials – Textbooks, Readings, Supplementary Readings:

==Textbook 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

STYLE/FORMAT REFERENCES [==Highly Recommend==].

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

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.
(**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 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).

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 and Module Assignments will be graded in accord with the following criteria guidelines:
      a.   Creative Ability / Thoroughness /Originality / Scientific Thought (60%)
      b.   Formatting (APA References)/ Clarity (40%)

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, or answers concerning each of the course objectives, during discussions, and team projects.

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>

SUBMITTALS GRADE VALUES

- Week 1 and 2 Discussion (20 Points Each)
- 14 Module Assignment Discussion Boards (10 Points Each)
- 14 Module Class Discussion Boards (5 Points Each)
- 5 Module Assignments (20 Points Each)
- 5 Module Quizzes (10 Points Each)
- Case Study (Team) (50 points)
- Final Project (Team) (100 points)

Attendance

This is an online class attendance will be taken by the completion of the assignments.

<mark>Late Work Will Not Be Accepted.</mark>

Grades will be determined by the following:

%	Total Points	Grade
90-100	495 – 550	A
80-89	440 – 494.5	B
70-79	385 – 439.5	C
60-69	330 – 384.5	D
< 60	< 329.5	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).

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.

Students will access and follow all course instructions found in the weekly content area; Discussion Boards, submit assignments via the Drop Box tab, Complete Module Quizzes, Mid-term Case Study and Final Project.

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, 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 team projects will be provided in eCollege under the appropriate section.

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. **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 <u>accepting and agreeing to abide</u> 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:

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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

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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).*

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/34Safety OfEmployeesAndStudents/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.

Late Submittals
   LATE Work is Not Accepted, There is NO Extra Credit

Due Dates

   Review the Week or Module tabs for all due dates.