



## TMGT 489.01W Risk Management

COURSE SYLLABUS: Fall 2020

### INSTRUCTOR INFORMATION

**Instructor:** Perry Moler Ph.D., Assistant Professor

**Office Location:** Ag/IT 219

**Office Hours:** M,W,R 10:30am-11:30am.; F 10:30am-11:30am;1:00pm- 2:00pm or By appointment.

**Office Phone:** 903-886-5361

**Office Fax:** 903-886-5960

**University Email Address:** Perry.Moler@tamuc.edu

**Preferred Form of Communication:** Office Hours or Email

**Communication Response Time:** 48 Hours for Email

### COURSE INFORMATION

#### Materials – Textbooks, Readings, Supplementary Readings

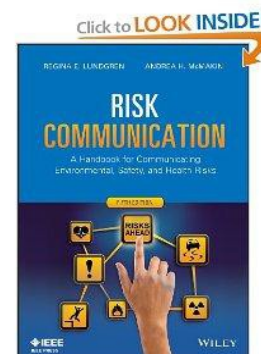
##### **Textbook Required:**

***Risk Communication: A Handbook for Communicating Environmental, Safety, and Health Risks, 5<sup>th</sup> 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), 7th Edition.

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## **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** (Should be measurable; observable; use action verbs)

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**

### **Minimal Technical Skills Needed**

Using the learning management system (LMS) and Microsoft Office Suite Programs including but not limited to MS Word and MS Powerpoint.

### **Instructional Methods**

This course consists of a series of assignments, quizzes, and exams, 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 LMS content page. All your work must be submitted online as well.

### **Student Responsibilities or Tips for Success in the Course**

This is an online course it is the student's responsibility to log into the LMS at the start of each week and review what work is required and understand the due dates.

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## GRADING

Final grades in this course will be based on the following scale:

**Grades will be determined by the following:**

%	Total Points	Grade
90-100	540 – 600	A
80-89	480 – 539.5	B
70-79	420 – 479.5	C
60-69	360 – 419.5	D
< 60	< 359.5	F

## Assessments

- 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)
- 10 Module Quizzes (10 Points Each)
- Case Study (Team) (50 points)
- Final Project (Team) (100 points)

Assessment	Student Learning Outcomes (SLO)
Assignment 1	1
Assignment 2	1
Assignment 3	1
Assignment 4	4
Assignment 5	5
Final Project	2,3

## TECHNOLOGY REQUIREMENTS

### Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive

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support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version

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Device	Operating System	Browser	Supported Browser Version(s)
			of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.  
Pop-ups are allowed.  
JavaScript is enabled.  
Cookies are enabled.

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- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
  - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
  - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
  - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- 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

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

### Brightspace Support

**Need Help?**

**Student Support**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



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## **System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

## **Interaction with Instructor Statement**

The instructor will be available office hours and through the university email address Perry.Moler@tamuc.edu “Please note student’s emails will be answered within 48 hours” Any email sent from the instructor will be sent to the student’s university email address. The goal is to have assignments graded by the following week.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students’ Rights and Responsibilities as a violation of the student Code of Conduct.**

**Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.**

### **Course Specific Procedures/Policies**

Attendance will be monitored in the LMS and by the completion of course assignments. Late work **WILL NOT** be accepted.

There is **NO** Extra Credit.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **ADA Statement**

#### **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

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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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### Nondiscrimination Notice

Texas A&M University-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.

### Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

## COURSE OUTLINE / CALENDAR

Week/Module	Start	End
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Week 1	08/24/2020	08/30/2020
Week 2	08/31/2020	09/06/2020
Module 1	09/07/2020	10/04/2020
Module 2	10/05/2020	11/01/2020
Module 3	11/02/2020	11/22/2020
Module 4	11/30/2020	12/06/2020
Module 5	12/07/2020	12/11/2020
Mid-term-Case Study	09/07/2020	10/11/2020
Final Project	11/02/2020	12/11/2020

Please log into the LMS, for individual assignment, quizzes, and etc. due dates.

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