To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

SHCB 340: Safety and Health Program Management
COURSE SYLLABUS:

INSTRUCTOR INFORMATION

Instructor: **Ashley Gill, CSP**
Office Location: Online
Office Hours: Email or Telephone or Virtual by Appointment
Office Phone: (254) 592-2307
University Email Address: Ashley.Gill@tamuc.edu
Preferred Form of Communication**:** Email
Communication Response Time: One Business Day to Respond

COURSE INFORMATION

Materials

Textbook(s) Required

Authors: Lutchman, Chitram; Maharaj, Rohanie; Ghanem, Waddah
Year published: 2012
Title: Safety Management: A Comprehensive Approach to Developing a Sustainable System
Publisher: Boca Roton: CRC Press
e-Book Available: Yes

Supplemental Materials

Links and files will be provided in the document sharing tab within the course.

ORGANIZATION LEADERSHIP PROGRAM DESCRIPTION

The BAAS- Safety and Health degree at Texas A&M University-Commerce is an applied program of study in which students explore the impact of environmental and occupational hazards on human health and society, as well as develop effective interventions to control and prevent exposure to hazards. Students will develop the knowledge necessary to function at the safety and health professional level in industry.

We have relied on interviews with external stakeholders in industry, independent research, and the Board of Certified Safety Professionals (BCSP) Qualified Academic Program (QAP) as the gold standard in which to establish suitable undergraduate-level program competencies and student learning outcomes for our program.

COURSE DESCRIPTION

Emphasis on personnel aspects, communication, and motivation in managing safety and health programs. Practice in writing safety programs and implementing safety training. Evaluation of the effectiveness of various methods and programs.

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

1. Importance of a Safety management systems (SMS)
2. Understanding all the components of a SMS and how they complement each other
3. How a SMS can mature a safety culture
4. Understand international Safety Management Systems

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Email your instructor as soon as you complete your pre-test so the instructor can access and grade your work.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

ASSESSMENT

Students must achieve 80% or higher for the both the posttest and culminating project to demonstrate competency and pass the course.

Course Pre-test

The purpose of the pre-test is to provide a baseline understanding of your knowledge in this competency. The pre-test is required before you begin studying course materials. If you do not make at least 80% on the pre-test, students will be expected to complete assignments, quizzes, and other course content to prepare for the post-test and culminating project.

Content	Description	Value	Notes
Pre-test	This is the initial assessment in the course to provide a baseline understanding of a student's knowledge of the course content and competencies. Pretests are taken once and should be completed upon the first couple of days of a CBE academic term or entry into a course if a student is an accelerator.	100 points	Required before completing any other work in the course. The grade on the pre-test does **not** count in the final grade for this course.

Learning Objective Quizzes

A brief assessment at the end of each module that is intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. The Module Post Test will count a minor grade and passing with a score of 80% or higher.

Course Post-test

The end-of-course comprehensive exam that assesses student knowledge and understanding of major concepts, theories, processes, etc., in the course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Post-test	Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions.	100 points	Required and you must score 80% or higher. You have up to three attempts. **DUE: Last day of week 7, Friday by 11:59 PM CST**

If you score less than 80% on the post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the posttest score is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term. Students who fail the posttest should review feedback from the instructor before reattempting the posttest.

Culminating Project

The project assesses your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Project	Measures your competency of learning outcomes the completion of a competency-based project.	100 points	Required and you must score 80% or higher. You have up to three attempts. **DUE DATE if you want feedback for revisions: End of week 6.** **HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST**

If students score less than 80% on the culminating project, they will have an opportunity to review the material and resubmit the project up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term.

GRADING

A score of 80% or higher on both the Culminating Project and Posttest is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Item	Worth
Posttest	100 points
Culminating Project Attempt	100 points

Module test (5)	20 points each
Total	300 points

Grading Scale
A = 270-300 points
B = 240-269 points
F = 239 or fewer points

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:
View the Learning Management System Requirements Webpage.

LMS Browser Support:
Learn more on the LMS Browser Support Webpage.

YouSeeU Virtual Classroom Requirements:
Visit the Virtual Classroom Requirements Webpage.

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.

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

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. Other support options can be found on the Brightspace Support Webpage.

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:
- **Course name and subject in the subject line (ex. ORGL 3322 – Posttest)**

- **Salutation**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

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 Policy
Undergraduate Student Academic Dishonesty Form

Students with Disabilities-- 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
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services

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.

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

Learning Objectives and Competencies	Materials to Read or Review	Assignments
LO1: ● Overview of Safety Performance ● History of Safety and Trends ● Pretest	Textbook: Chapter 1-2 Slides	Read the material for the week. Answer any discussion questions. Complete the module posttest
LO2: ● Safety Management System ● Incident Management System ● Leadership Responsibilities	Textbook: Chapter 3-6 Slides	Read the material for the week. Answer any discussion questions. Complete the module posttest.
LO3: ● How to organize a SMS ● Challenges	Textbook: Chapter 7-9	Read the material for the week. Answer any discussion questions. Complete the module posttest.
LO4: ● Frontline Leadership ● Auditing ● Training	Textbook: Chapter 12-15 Slides	Read the material for the week. Answer any discussion questions. Complete the module posttest. Complete a small project.
LO5: ● Developing a Safety Management System ● Safety Culture Maturity	Textbook: Chapter 18 Slides	Read the material for the week. Answer any discussion questions. Complete the module posttest.
LO6: Objective ● ISO 45001 ● VPP ● ANSI Z10	Handouts and slides	Read the material for the week. Answer any discussion questions. Complete the module posttest.
LO7: Objective ● Demonstrate 80% in	Case Study: Chapter 19	<mark>Submit Culminating Project. Complete the Post-test.</mark>

Learning Objectives and Competencies	Materials to Read or Review	Assignments
completion of a post-test and development/creation of a final project.		