

**University of North Texas at Dallas**  
**FALL Semester, 2014**  
**SYLLABUS**

**MGMT 4180: Workplace Health and Safety**  
**3 Credit Hours**

<b>Department of</b>	Management	<b>Division of</b>	Urban and Professional Studies
<b>Instructor Name:</b>	Dr. Elizabeth Muñiz		
<b>Office Location:</b>	DAL 2 - 333		
<b>Office Phone:</b>	(972) 338-1803		
<b>Email Address:</b>	<a href="mailto:Elizabeth.Muniz@unt.edu">Elizabeth.Muniz@unt.edu</a> NOTE: Use this email; <b>do not</b> send emails to Blackboard Vista. I prefer e-mail to communicate with students, and I usually respond to e-mail messages within 24 hours. When you send a message, please make sure you specify in the subject line the course number for which you are enrolled (i.e., MGMT 4180), and <b>do not</b> use all CAPS when inquiring about a class issue. Note that the use of all CAPS in electronic messages is considered poor etiquette.		
<b>Office Hours:</b>	Every Tuesday from 10:00 am to 2:00 pm Every Wednesday from 8:00 am to 10:00 am Every Thursday Online 6:00 pm to 9:00 pm Every Saturday from 8:00 am to 9:00 am		
<b>Classroom Location:</b>	DAL 1 – 262		
<b>Class Meeting Days &amp; Times:</b>	Wednesdays from 1:00 pm to 3:50 pm. NOTE: This course follows a blended instructional approach that includes a combination of face-to-face class sessions, online activities, and team activities.		
<b>Course Catalog Description:</b>	MGMT 4180 is a senior-level survey course designed to provide you with an overview of topics related to occupational safety and health (OSHA) workers' compensation, unemployment compensation, industrial security and environmental risk management. Open to non-business majors.		
<b>Prerequisites:</b>	N/A		
<b>Co-requisites:</b>	N/A		
<b>Required Text:</b>	<i>The required textbook for this course is <b>Occupational Safety and Health</b>, 7th Edition, D. L. Goetsch.</i>		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhg.follett.com">1012mgr@fhg.follett.com</a>		
<b>Course Goals or Overview:</b>	The general/broad learning objectives of this course are as follows; 1. To develop an understanding of historical perspective of workplace health and safety. 2. To understand the laws and regulations related to workplace health and safety. 3. To introduce students to the human element of workplace health and safety. 4. To provide students with an understanding management of safety and health.		

**Learning Objectives/Outcomes:**

At the end of this course, the student will

1. Understand the Safety and Health Movement (Chapter 1).
2. Study Accidents and Their Effects (Chapter 2).
3. Learn about the Theories of Accident Causation (Chapter 3)
4. Understand the Roles of Professional Certifications for Safety and Health Professionals (Chapter 4)
5. Study the Safety, Health, and Competition in the Global Marketplace (Chapter 5)
6. Learn about the Laws and Regulations related to Workplace Health and Safety (Chapters 6, 7, 8, & 9)
7. Study the Ergonomics Hazards (Chapter 10).
8. Understand Stress and Safety in the Workplace (Chapter 11).
9. Develop an understanding about Safety and Health Training (Chapter 12).
10. Study Violence in the Workplace (Chapter 13).
11. Learn about the Management of Safety and Health (Chapters 25, 26, 27, 28, 29, 30, & 31).

**Course Outline**

Date	Class Activities
<b>WEEK 1</b> 8/27	<ul style="list-style-type: none"> <li>✓ Introduction to Class</li> <li>✓ Lecture: Safety and Health Movement, Then and Now (Ch. 1)</li> <li>✓ Research: Expert Panels</li> </ul> <p><b>Assignments:</b> Read Chapters 1, 2 &amp; 5</p>
<b>WEEK 2</b> 9/3	<ul style="list-style-type: none"> <li>✓ Lecture: Accidents and Their Effects (Ch. 2)</li> <li>✓ Lecture: Safety, Health, and Competition in the Global Marketplace (Ch. 5)</li> <li>✓ Research: Expert Panels</li> </ul> <p><b>Assignments:</b> Read Chapters 3 &amp; 4</p>
<b>WEEK 3</b> 9/10	<ul style="list-style-type: none"> <li>✓ Expert Panel 1: GENERAL SAFETY AND SECURITY</li> <li>✓ Expert Panel 2: PRIVACY</li> <li>✓ Expert Panel 3: TECHNOLOGY</li> </ul> <p><b>Assignments:</b> Review Handouts for Expert Panels 1, 2 &amp; 3</p>
<b>WEEK 4</b> 9/17	<ul style="list-style-type: none"> <li>✓ <b>Exam 1 (Chapters 1, 2, 3 &amp; 4; Expert Panels 1, 2 &amp; 3)</b></li> </ul> <p><b>Assignments:</b> Read Chapters 6 &amp; 7</p>
<b>WEEK 5</b> 9/24	<ul style="list-style-type: none"> <li>✓ Expert Panel 4: LEGAL AND REGULATORY (Part I)</li> <li>✓ Expert Panel 5: LEGAL AND REGULATORY (Part II)</li> <li>✓ Expert Panel 6: LEGAL AND REGULATORY (Part III)</li> </ul> <p><b>Assignments:</b> Review Handouts for Expert Panels 4, 5 &amp; 6</p>
<b>WEEK 6</b> 10/01	<ul style="list-style-type: none"> <li>✓ <b>Exam 2 (Chapters 5, 6 &amp; 7; Expert Panels 4, 5 &amp; 6)</b></li> </ul> <p><b>Assignments:</b> Read Chapter 8; Download Accident Investigation and Reporting Handout</p>
<b>WEEK 7</b> 10/08	<ul style="list-style-type: none"> <li>✓ Lecture: Accident Investigation and Reporting (Ch. 8) (Bring Handout to Class)</li> <li>✓ Expert Panel 7: ACCIDENTS AND INJURIES</li> <li>✓ Team Project Meetings</li> </ul> <p><b>Assignments:</b> Read Chapters 9, 10 &amp; 11</p>
<b>WEEK 8</b> 10/15	<ul style="list-style-type: none"> <li>✓ Lecture: Stress and Safety (Ch. 11)</li> <li>✓ Expert Panel 8: DRUGS AND ALCOHOL (Part I)</li> <li>✓ Expert Panel 9: DRUGS AND ALCOHOL (Part II)</li> </ul> <p><b>Assignments:</b> Review Handouts for Expert Panels 7, 8 &amp; 9</p>
<b>WEEK 9</b> 10/22	<ul style="list-style-type: none"> <li>✓ <b>Exam 3 (Chapters 8, 9, 10 &amp; 11; Expert Panels 7, 8 &amp; 9)</b></li> </ul> <p><b>Assignments:</b> Read Chapters 12 &amp; 25</p>

<b>WEEK 10</b> 10/29	<ul style="list-style-type: none"> <li>✓ Expert Panel 10: EMERGENCY RESPONSE</li> <li>✓ Expert Panel 11: SAFETY AND HEALTH PROGRAMS</li> <li>✓ Team Project Meetings</li> </ul> <p><b>Assignments:</b> Read Chapters 13 &amp; 27</p>
<b>WEEK 11</b> 11/05	<ul style="list-style-type: none"> <li>✓ Lecture: Violence in the Workplace (Ch. 13)</li> <li>✓ Expert Panel 12: VIOLENCE</li> <li>✓ Expert Panel 13: VIOLENCE</li> </ul> <p><b>Assignments:</b> Review Handouts for Expert Panels 10, 11, 12 &amp; 13</p>
<b>WEEK 12</b> 11/12	<ul style="list-style-type: none"> <li>✓ <b>Exam 4 (Chapters 12, 13 25 &amp; 27; Expert Panels 10, 11, 12 &amp; 13)</b></li> </ul> <p><b>Assignments:</b> Read Chapters 29 &amp; 30</p>
<b>WEEK 13</b> 11/19	<ul style="list-style-type: none"> <li>✓ Expert Panel 14: COMMUNICABLE DISEASE</li> <li>✓ Expert Panel 15: COMMUNICABLE DISEASE</li> <li>✓ Expert Panel 16: BUSINESS CONTINUITY AND RECOVERY</li> </ul> <p><b>Assignments:</b> Review Handouts for Expert Panels 14, 15 &amp; 16</p>
<b>WEEK 14</b> 11/26	<ul style="list-style-type: none"> <li>✓ <b>Exam 5 (Chapters 26, 29, 30 &amp; 31; Expert Panels 14, 15 &amp; 16)</b></li> </ul>
<b>WEEK 15</b> 12/3	<ul style="list-style-type: none"> <li>✓ <b>2 Team Presentations – Workplace Health and/or Safety Plan</b> <b>Mandatory Attendance</b></li> </ul>
<b>WEEK 16</b> 12/10	<ul style="list-style-type: none"> <li>✓ <b>2 Team Presentations – Workplace Health and/or Safety Plan</b> <b>Mandatory Attendance</b></li> </ul>

This schedule is subject to change by the instructor. Changes to this schedule will be communicated via Blackboard email.

### Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Components	Max Points
Exam 1	50
Exam 2	50
Exam 3	50
Exam 4	50
Exam 5	50
Security Expert Panel	140
Team Presentation	20
<b>TOTAL</b>	<b>410</b>

At the end of the course,  
369 points and above = A;  
368 – 328 points = B;  
327 – 287 points = C;  
286 – 246 points = D;  
0 – 245 points = F

Final numeric scores will NOT be rounded (e.g., 287 at the end of the course will be a “C”, 328 will be a “B”, etc.). Final scores/grades will NOT be “curved” or “adjusted”. Adjustment of Exam scores *may* be made immediately after the exam (not at the end of the course) after analysis of the frequency of questions missed. *I do not discuss or disclose any grade information over the phone or by email. Please visit me during office hours to discuss grades.*

Attendance is expected and will be recorded at the beginning and end of each class. Attendance in this class is defined as a student present for the entire duration of the class. Late arrival to class will count as an absence. Late arrival is defined as a student not being present when his or her name is called. **More than four absences from class for any reason will result in your final course average being lowered by one letter grade.** This policy is posted on Blackboard.

## Guidelines and Details for Assignments

### Security and Safety (S & S) Expert Panel (140 points)

Students will become experts in a topic that is currently relevant in the field of Workplace Health and Safety. Please refer to Blackboard for more details.

### Team Presentation (20 points)

Each team will deliver a 20 minute presentation that describes a workplace health and/or safety plan. Your team can research a plan currently in place or create one for any organization. Each presentation will address the following components:

1. Overview of the Plan (1 point)
2. Security and/or Health Risks Present in the Organization (1point)
3. Physical Security (e.g., External Doors, Internal Doors, Alarms, Windows, Key Cards, Locks, Restricted Areas, Safe Rooms, Architectural Features that can serve as barriers, Securing a Building, Lockdown) (2 points)
4. Health Hazards (Chemical Spills, Diseases, etc.) (2 points)
5. Severe Weather Response (Hurricanes, Tornadoes, Storms, Earthquakes, etc.) (2 points)
6. Emergency Communications (e.g., 911, outside work unit, within work unit) (2 points)
7. Procedures for Identifying and Reporting Concerns (2 points)
8. Employees' Safety Responsibilities (2 points)
9. Managers' Safety Responsibilities (2 points)
10. Education and Training Plans (2 points)
11. Common Scenarios (2 points)

\*\*\* **Social loafing will not be tolerated in this class.** Each student is expected to make significant contributions to all team activities/assignments. Please read social loafing policy posted on Blackboard.\*\*\*

## University Policies and Procedures

### **Students with Disabilities (ADA Compliance):**

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

### **Student Evaluation of Teaching Effectiveness Policy:**

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

### **Policy on Missing Exams & Other Assignments:**

SPECIAL NOTICE: **There is no provision for missing or making up a missed assignment, case study, presentation, or any other syllabus specified component of this class.** Further, no component of this course will be administered at a time different than that provided in the course syllabus.

Verifiable cases of birth; death; serious family and/health problems; act of God (unpreventable events resulting from natural causes such as hurricanes, tornadoes, floods, and storms – accidents which are not the results of human factors); transportation accidents, bona fide racial, ethnic, cultural, religious, age, gender, or disability factors; UNT official events may constitute grounds for accommodation and will be dealt with on a case-by-case basis. Work, marriage, personal or work-related travel, and other personal situations not described above DO NOT constitute grounds for accommodation. If the above policy does not suit your situation, then please make other enrollment arrangements.

### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <http://www.unt.edu/unt->

[dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic Integri ty.pdf](http://dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic%20Integrity.pdf) for complete provisions of this code.

**Bad Weather Policy:**

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

**Attendance and Participation Policy:**

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

**Miscellaneous:**

Cell phones, entertainment devices (iPods/MP3 players) and all other communications devices must be turned off prior to class, and remain off throughout class. If special circumstances require a student to have a communications device active during class, the student is requested to make arrangements with the professor prior to class.

Please resist the urge to send email, texts or tweets, check Facebook, read the news, or otherwise engage online via your computer/tablet or phone during class.

Students who generally seem not to be paying attention in class (e.g., reading a newspaper, trying to check e-mail/sending text messages, chatting with classmates, etc.) or who are disruptive, will be presumed to be so well prepared for that day's class that they are actually frustrated at not being more actively involved in the class. Therefore, such behavior will serve as a signal to your professor that the student wishes to more actively participate in class and will be given the opportunity to do so.

Your professor also reserves the right to change any of the requirements, procedures, schedules, assignments, and criteria contained in this Syllabus. A waiver by the professor of any specific item in this Syllabus for the class or for a particular student for a particular instance does not constitute a waiver of any other item in this Syllabus nor does it constitute a subsequent waiver of that particular item.

**Note:** Although we will be discussing various rules of law as they relate to particular situations presented in the assigned readings, we cannot discuss any personal "legal" situations pertaining to students. In particular, no legal advice can or will be given to any student.