

**University of North Texas at Dallas**  
**SPRING Semester, 2013**  
**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> email me via 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 8:00 am to 10:00 am; 12:50 pm 1:50 pm Every Wednesday from 8:00 am to 10:00 am; 12:50 pm 1:50 pm Every Thursday from 11:00 am to 1:00 pm; 4:00 pm to 7:00 pm		
<b>Classroom Location:</b>	DAL 2 – 213		
<b>Class Meeting Days &amp; Times:</b>	Thursdays 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@fheg.follett.com">1012mgr@fheg.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**

<b>Date</b>	<b>Class Activities</b>	
<b>WEEK 1</b> R 1/17	Introduction to Class Lecture & Training Seminar	Chapter 1- Safety and Health Movement, Then and Now Training Seminar
<b>WEEK 2</b> R 1/24	Lecture Seminar 1	Chapter 2 – Accidents and Their Effects Chapter 3 – Theories of Accident Causation
<b>WEEK 3</b> R 1/31	Seminar 2 Lecture	Chapter 4 – Roles and Professional Certification for Safety and Health Professionals Chapter 5 – Safety, Health, and Competition in the Global Marketplace
<b>WEEK 4</b> R 2/7	<b>Exam 1 (Chapters 1, 2, 3 &amp; 4)</b> <b>Seminar 1 and Seminar 2 Reflection Papers Due</b>	
<b>WEEK 5</b> R 2/14	Seminar 3 Seminar 4	Chapter 6 – The OSH Act, Standards, and Liability Chapter 7 – Workers' Compensation
<b>WEEK 6</b> R 2/21	<b>Exam 2 (Chapters 5, 6 &amp; 7)</b> <b>Seminar 3 and Seminar 4 Self Reflection Papers Due</b>	
<b>WEEK 7</b> R 2/28	Lecture Seminar 5	Chapter 8 – Accident Investigation and Reporting Chapter 9 – Product Safety and Liability
<b>WEEK 8</b> R 3/7	Seminar 6 Lecture	Chapter 10 – Ergonomic Hazards: Musculoskeletal Disorders (MSDs) and Cumulative Trauma Chapter 11 – Stress and Safety
<b>WEEK 9</b> R 3/14	<b>~~~SPRING BREAK~~~</b>	

Date	Class Activities	
<b>WEEK 10</b> R 3/21	<b>Exam 3 (Chapters 8, 9, 10 &amp; 11)</b> <b>Seminar 5 and Seminar 6 Self Reflection Papers Due</b>	
<b>WEEK 11</b> R 3/28	Seminar 7	Chapter 12 – Safety and Health Training
	Seminar 8	Chapter 25 – Preparing for Emergencies and Terrorism
<b>WEEK 12</b> R 4/4	Lecture	Chapter 13 – Violence in the Workplace
	Seminar 9	Chapter 27 – Hazard Analysis Prevention and Safety Management
<b>WEEK 13</b> R 4/11	<b>Exam 4 (Chapters 12, 13, 25 &amp; 27)</b> <b>Seminar 7, Seminar 8 and Seminar 9 Self Reflection Papers Due</b>	
<b>WEEK 14</b> R 4/18	Seminar 10	Chapter 29 – Environmental Safety and ISO 14000 (Environmental Management)
	Lecture	Chapter 26 – Ethics and Safety
<b>WEEK 15</b> R 4/25	Seminar 11	Chapter 30 – TSM: Total Safety Management in a Quality Management Setting
	Seminar 12	Chapter 31 – Establishing a Safety-Friendly Corporate Culture
<b>WEEK 16</b> R 5/2	<b>Exam 5 (Chapters 26, 29, 30 &amp; 31)</b> <b>Seminar 10, Seminar 11 and Seminar 12 Self Reflection Papers Due</b>	
<b>WEEK 17</b> R 5/9 (TBA)	<b>4 Team Presentations – Workplace Health and/or Safety Plan</b>	

This schedule is subject to change by the instructor. Changes to this schedule will be communicated via WebCT 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	100
Exam 2	100
Exam 3	100
Exam 4	100
Exam 5	100
Seminar	140
12 Self Reflection Papers (4 points each)	48
Team Presentation	50
<b>TOTAL</b>	<b>738</b>

At the end of the course,  
664 points and above = A;  
590 – 663 points = B;  
517 – 589 points = C;  
443 – 516 points = D;  
0 – 442 points = F.

Final numeric scores will NOT be rounded (e.g., 589 at the end of the course will be a “C”, 663 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 WebCT.

## Guidelines and Details for Assignments

### Seminar (140 Points)

Each student will deliver a seminar addressing a topic related to workplace health and safety. Please refer to the grading rubric posted on WebCT for more details.

### Seminars' Self Reflection Papers (4 points each)

For each seminar, you will write a self assessment/retrospective paper describing how the learning objectives have been achieved for you specifically. Your paper will contain the following parts:

- (a) Mastery of Learning Objectives. What did you learn? In this section, you will write a description of the seminar's learning objectives and how they influenced your mastery of the topics discussed in the seminar. (1 point)
- (b) Practical Applications. How do the topics discussed in the seminar prepared to meet the responsibilities of a health and safety manager? In this part, you will write a description of what you learned in the seminar that will influence the way you practice health and safety regulations in the future. (2 points)
- (c) Skill Development. In this section, you will write a description of the competencies you need to develop to be a more effective health and safety manager. (1 point)

Note: Please label clearly each part. *You are encouraged to keep a journal of your in-class experiences to use as a resource in writing these papers.* Limit your paper to one page (12 pt., 1.5 margins, Times, double spaced). Copy and paste your paper to the self assessment answer box in Blackboard. **\*\*\*NO ATTACHMENTS PLEASE\*\*\***. You will find a drop box for each assignment in the folder labeled "Self Reflection Papers".

If you miss class during one of these seminars, you are responsible for gathering the necessary materials to write these papers.

### Team Presentation (50 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 (2 points)
2. Security and/or Health Risks Present in the Organization (5 points)
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) (5 points)
4. Health Hazards (Chemical Spills, Diseases, etc.) (5 points)
5. Severe Weather Response (Hurricanes, Tornadoes, Storms, Earthquakes, etc.) (5 points)
6. Emergency Communications (e.g., 911, outside work unit, within work unit) (5 points)
7. Identifying and Reporting Concerns (5 points)
8. Employees' Responsibilities (5 points)
9. Managers' Responsibilities (5 points)
10. Education and Training Plans (5 points)
11. Common Scenarios (3 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 WebCT.\*\*\***

## 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\\_Integrity.pdf](http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.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.