

University of North Texas at Dallas
FALL Semester, 2012
SYLLABUS

MGMT 4180: Workplace Health and Safety
3 Credit Hours

Department of	Management	Division of	Urban and Professional Studies
Instructor Name:	Dr. Elizabeth Muñiz		
Office Location:	DAL 2 - 333		
Office Phone:	(972) 338-1803		
Email Address:	Elizabeth.Muniz@unt.edu NOTE: Use this email; do not 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 do not use all CAPS when inquiring about a class issue. Note that the use of all CAPS in electronic messages is considered poor etiquette.		
Office Hours:	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		
Classroom Location:	DAL 1 – 348		
Class Meeting Days & Times:	Tuesdays from 10:00 am to 12:50 pm. NOTE: This course follows a blended instructional approach that includes a combination of face-to-face class sessions, online activities, and team activities.		
Course Catalog Description:	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.		
Prerequisites:	N/A		
Co-requisites:	N/A		
Required Text:	<i>The required textbook for this course is Occupational Safety and Health, 7th Edition, D. L. Goetsch.</i>		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com		
Course Goals or Overview:	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	
WEEK 1 T 9/4	Introduction to Class Lecture & Training Seminar	Chapter 1- Safety and Health Movement, Then and Now Chapter 2 – Accidents and Their Effects Training Seminar
WEEK 2 T 9/11	Seminar 1 Lecture	Chapter 3 – Theories of Accident Causation Chapter 5 – Safety, Health, and Competition in the Global Marketplace
WEEK 3 T 9/18	Seminar 2	Chapter 4 – Roles and Professional Certification for Safety and Health Professionals
WEEK 4 T 9/25	Exam 1 (Chapters 1, 2, 3 & 4) Seminar 1 and Seminar 2 Reflection Papers Due	
WEEK 5 T 10/2	Seminar 3 Seminar 4	Chapter 6 – The OSH Act, Standards, and Liability Chapter 7 – Workers' Compensation
WEEK 6 T 10/9	Exam 2 (Chapters 5, 6 & 7) Seminar 3 and Seminar 4 Self Reflection Papers Due	
WEEK 7 T 10/16	Lecture	Chapter 8 – Accident Investigation and Reporting
	Seminar 5	Chapter 9 – Product Safety and Liability
WEEK 8 T 10/23	Seminar 6	Chapter 10 – Ergonomic Hazards: Musculoskeletal Disorders (MSDs) and Cumulative Trauma
	Lecture	Chapter 11 – Stress and Safety
WEEK 9 T 10/30	Exam 3 (Chapters 8, 9, 10 & 11) Seminar 5 and Seminar 6 Self Reflection Papers Due	

Date	Class Activities	
WEEK 10 T 11/6	Seminar 7 Seminar 8	Chapter 12 – Safety and Health Training Chapter 25 – Preparing for Emergencies and Terrorism
WEEK 11 T 11/13	Lecture Seminar 9	Chapter 13 – Violence in the Workplace Chapter 27 – Hazard Analysis Prevention and Safety Management
WEEK 12 T 11/20	Exam 4 (Chapters 12, 13, 25 & 27) Seminar 7, Seminar 8 and Seminar 9 Self Reflection Papers Due	
WEEK 13 T 11/27	Seminar 10 Lecture	Chapter 29 – Environmental Safety and ISO 14000 (Environmental Management) Chapter 26 – Ethics and Safety
WEEK 14 T 12/4	Seminar 11 Seminar 12	Chapter 30 – TSM: Total Safety Management in a Quality Management Setting Chapter 31 – Establishing a Safety-Friendly Corporate Culture
WEEK 15 T 12/11 10 AM – 12 PM	Exam 5 (Chapters 26, 29, 30 & 31) Seminar 10, Seminar 11 and Seminar 12 Self Reflection Papers Due	

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	130
12 Self Reflection Papers (4 points each)	48
TOTAL	678

At the end of the course,
610 points and above = A;
542 – 609 points = B;
474 – 541 points = C;
406 – 473 points = D;
0 – 405 points = F.

Final numeric scores will NOT be rounded (e.g., 541 at the end of the course will be a “C”, 609 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

Seminars' Self Reflection Papers

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:

- 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)
- 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)
- 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.

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 Laura Smith at 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 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. 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 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.