

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

SAFETY PROGRAM MANAGEMENT

OSHT 2309.87

M. BOYCE WILSON

NOTE: This is an online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID-19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

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Course Description:

Examine the major safety management issues that affect the workplace, including safety awareness, loss control, regulatory issues, and human behavior modification.

Semester Hours: 3 (3 lecture)

Course Mode: Online

Prerequisites and/or Corequisites:

Prerequisite: BMGT 1331

Course Notes and Instructor Recommendations:

This course will prepare Operations Managers with knowledge about safety programs, how to establish effective safety programs, and major safety issues that companies face today, as well as how to address such issues. For those students seeking an AAS Degree in Operations Management, this is a required course. We will cover a large amount of information, but we will have fun doing it!

The textbook and Brightspace online learning environment play an integral role throughout this course. All lectures, assignments and exams will be completed in Brightspace. As such, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructor's course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

You will need to read your textbook for this class. You will need to rely on the cases presented in the text to gain a thorough understanding of the safety standards and their implications on the workplace. You may also need to read each chapter more than once or do some additional research on the cases presented. Don't sell yourself short by not putting in adequate effort to earn your grade.

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Instructor Information:

Instructor Name: Michael “Boyce” Wilson
MCC E-mail: mwilson@mclennan.edu
Office Phone Number: (254) 299-8688
Office Location: BT 209
Office/Teacher Conference Hours: M 1:00 PM – 6:00 PM
T/TH 1:00-4:30 PM
Zoom Webconference Information: Meeting ID: 254-299-8688
Must be scheduled in advance with instructor

*****INSTRUCTOR NOTE:*****

Brightspace offers the ability to send an “instant message” to your instructor from within the course. Please do not use this feature if you need to contact me and receive a response fairly quickly. The instant message (IM) feature does not alert our cell phones or emails, both of which I monitor closely. Additionally, even though I may appear to be online, I may be actively teaching other courses and unable to respond. Email is the preferred method of communication, followed by Zoom meeting, text message, then telephone call.

When contacting your professor by email for this course, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with OSHT 2309.87 (the class’ email will be sorted into a specific file).
3. Use your MCC student email address – external email addresses are often caught by the spam filter and will likely not be seen by the professors.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (see note in the Required Software section). Avoid sharing documents with your professor through OneDrive, Google Drive, or Dropbox unless absolutely necessary. Work will not be accepted by email unless specifically requested by the professor.

Failure to do any of the above may result in your professor not seeing or reading your email. I read my e-mails at least twice a day during the week; however, if you send an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 call centers. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

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When you send an e-mail, ALWAYS begin the subject line with OSHT 2309.87. If you respond to my e-mail, hit reply, and make sure OSHT 2309.87 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule both here in the syllabus and in Brightspace which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

Required Text & Materials:

This course is an inclusive access course. This means that the cost of your textbook has been included in your tuition. You will have access to the textbook and additional study materials from directly from within Brightspace. The cost of the textbook is built into the tuition for this course, so you'll have access to the textbook at no additional cost to you. Should you desire to obtain a hard-copy (printed) textbook, you may either work with Cengage to attain the book at a reduced cost, or purchase it from the bookstore on campus. Please be aware that purchasing a hard-copy textbook will result in an additional cost to you.

Title: Occupational Safety and Health for Technologists, Engineers, and Managers
Author: David L. Goetsch
Edition: 9th
Publisher: © 2019 Cengage Learning
ISBN: 978-0-134-69992-9

Required Software:

Microsoft Office – download for free at <https://www.mclennan.edu/tech-support/software.html>
Zoom – access and download for free at <https://mclennan.zoom.us/>

*****INSTRUCTOR NOTE:*****

Do not submit *.pages, *.numbers, or *.key files. These are Apple iWorks files and cannot be opened. If you submit Apple iWorks files and your work cannot be opened by the instructor, you will receive a zero for the assignment.

Do not submit *.odp, *.odt, or *.ods files. These are OpenOffice files and, when opened in Microsoft Office, will lose formatting and document properties. If you submit OpenOffice files and your document loses formatting when opened, you will lose any points associated with the formatting of the document for the assignment.

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If you submit *.pdf files, your professor will be limited to how they can markup the document or assist with modifications to the document. PDF files are an acceptable submission format, but may limit the assistance that you can receive if corrections or revisions must be made.

Required Hardware:

For students desiring to contact the instructor via Zoom, you will need either a PC or Mac with webcam, microphone, and speakers/headset or a smart device capable of installing the free Zoom app.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Methods of Teaching and Learning:

1. This is an online course and will require a lot of self-discipline! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes textbook reading, online quizzes and assignments, written exercises, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a face-to-face class. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course especially for those with limited exposure to industry. Reading the textbook is not optional. You will likely need to read the text several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time

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effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society. You do not want to fall behind!

Course Objectives and/or Competencies:

Course objectives are listed on the first page of each chapter in the required text. Additionally, the following course objectives will be met during the course:

- Students will understand the historical development of occupational safety and health and how it affects the workplace of the operations manager.
- Students will understand the applicable laws and regulations that address major issues facing safety and health professionals.
- Students will be able to recognize and understand the human element (ergonomics, safety and health training, etc.) which varies from organization to organization.
- Students will be equipped with the tools necessary to address hazard assessment, prevention, and loss control.
- Students will demonstrate an understanding of proper management of safety and health techniques to improve their organizations.

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Course Outline or Schedule:

In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

Due Date	Assigned Reading/Lecture Topic	Coursework Due
8/29	Syllabus & Course Orientation Chapter 1	Orientation Quiz Chapter 1 Quiz
9/5	Chapters 2-3	Chapter 2 Quiz Chapter 3 Quiz Assignment 1
9/12	Chapters 4-5	Chapter 4 Quiz Chapter 5 Quiz Semester Exam 1
9/19	Chapter 6	Chapter 6 Quiz Assignment 2
9/26	Chapters 7-8	Chapter 7 Quiz Chapter 8 Quiz Assignment 3
10/3	Chapter 9	Chapter 9 Quiz Semester Exam 2
10/10	Chapters 10-11	Chapter 10 Quiz Chapter 11 Quiz Assignment 4
10/17	Chapters 12-13	Chapter 12 Quiz Chapter 13 Quiz Semester Exam 3
10/24	Chapters 14-15	Chapter 14 Quiz Chapter 15 Quiz
10/31	Chapters 18-19	Chapter 18 Quiz Chapter 19 Quiz Semester Exam 4
11/7	Chapters 20-21	Chapter 20 Quiz Chapter 21 Quiz
11/14	Chapter 22	Chapter 22 Quiz Assignment 5
11/21	Chapters 23-24	Chapter 23 Quiz

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		Chapter 24 Quiz Semester Exam 5
11/28	Chapters 26-27	Chapter 26 Quiz Chapter 27 Quiz Assignment 6
12/5	Chapters 28 & 31	Chapter 28 Quiz Chapter 31 Quiz Semester Exam 6
12/7		Reflective Final Exam Comprehensive Final Exam

Course Grading Information:

Grades will be weighted as follows:

Orientation Quiz	x	5%	=	_____
Chapter Quizzes	x	35%	=	_____
Assignments	x	30%	=	_____
Semester Exams	x	20%	=	_____
Final Exam	x	10%	=	_____
Total		100%	=	_____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

*****INSTRUCTOR NOTE:*****

The course gradebook is designed to enable you to track your progress toward the grade you want to earn. Additionally, the gradebook is configured for all coursework to have a zero (0) grade until you complete the activity. Make it your goal to turn the zeroes into 100s!

The “Adjusted Final Grade” from the course gradebook will be pulled into WebAdvisor. The above grading scheme determines the letter grade that you receive. The Adjusted Final Grade will appear as a “-1” should you receive an “Incomplete” for the course.

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Orientation Quiz—5%

Students will be required to complete a quiz and certify that they have read and understand the syllabus in its entirety. The quiz is located in Brightspace. This quiz also ensures that you are familiar with the testing features within Brightspace that will be used for chapter quizzes, semester exams, and the comprehensive final exam. You have an unlimited number of attempts to complete the quiz so that you can ensure that you make a 100! All course content will not become available to you until you have made a 100 on the orientation quiz. If you fail to make a 100 on the orientation quiz by the end of Week 2, you will be dropped from the course.

Chapter Quizzes—35%

For each chapter, a quiz will be required that assesses your comprehension of the materials presented. The quizzes will consist of multiple choice and true/false questions. Some of the questions will be direct knowledge questions (i.e. can be found in the textbook), while other questions will require that you apply your knowledge to a specific situation (the textbook will be of little help). Your grade in the course is dependent on your quizzes. The quizzes will be located in Brightspace and will be timed at an average of 1.5 minutes per question. If you have accommodations, those accommodations have been made in Brightspace for you. You will have 3 attempts for each quiz and the highest grade received for each quiz will be recorded in the gradebook. Your two lowest recorded quiz grades will be dropped.

Assignments—30%

Throughout the course, students will be required to complete daily assignments based on course materials, simulations, and case studies. All assignments are listed in Brightspace. I will not create additional assignments during the semester, therefore you know well in advance all assignments that this course requires. As such, absenteeism or “life happening” is not an excuse for not completing coursework.

Semester Exams—20%

There are six semester exams given during the semester. Each exam coincides with a previous chapters and materials covered in the course. The exams will consist of multiple choice and true/false questions. Some of the questions will be direct knowledge questions (i.e. can be found in the textbook), while other questions will require that you apply your knowledge to a specific situation (the textbook will be of little help). The exams will be located in Brightspace and will be timed at 1.5 minutes per question. If you have accommodations, those accommodations have been made in Brightspace for you. You will have 2 attempts for each exam and the highest grade received for each exam will be recorded in the gradebook. Your lowest recorded semester exam grade will be dropped.

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Final Exam—10%

There are two final exams required to be taken by all students. The reflective final exam requires that you answer a few questions in which you'll discuss your experiences in the course with the professor so that he can make future improvements to the course. The comprehensive final exam will consist of multiple choice and true/false questions. Some of the questions will be direct knowledge questions (i.e. can be found in the textbook), while other questions will require that you apply your knowledge to a specific situation (the textbook will be of little help). The exams will be located in Brightspace and will be timed at 1.5 minutes per question. If you have accommodations, those accommodations have been made in Brightspace for you. You cannot submit your final exams late, therefore if you do not plan accordingly, you will receive a zero for not completing the exams.

Late Work, Attendance, and Make Up Work Policies:

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned date and time!** Late work will not be accepted unless a significant extenuating circumstance exists. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. You will be required to provide verifiable documentation to your instructor. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him. The instructor will make a determination on whether the circumstances at play are indeed significant and whether late submissions will be allowed.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

You must have clicked the “submit” button on exams before the Brightspace server reaches 11:59 PM. The time on your computer is not relevant – all timing is based on Brightspace’s server time. If you fail to click the “submit” button before 11:59 PM, the quiz will become inactive and your score will not be recorded. In the past, students have relied solely on their own computer’s time or the time on their cellular phones. Unfortunately, small differences in time between devices can be catastrophic when waiting until the last minute to submit course work. Plan ahead so that you don’t run out of time. “Life” can and will happen, make sure you budget your time wisely and ensure that you complete your coursework.

Understanding Brightspace Due Dates and Availability Dates



Brightspace will display up to three dates of importance for each content item. These dates are only listed for those content items that have a specific start, due, and/or end date. You must submit course work by the *due date* listed for the activity (see the circled due date in the image above). In this example, the Chapter 1 Quiz would need to be completed and submitted by October 27 at 11:59 PM in order to potentially earn full credit.

The *start date*, if one is listed, is the date in which you will be able to view the content. In this example, the Chapter 1 Quiz would not be accessible for you until October 21, 2019 at 11:59 PM. As you are allowed to work ahead in this course, you will not see a start date listed for course activities.

The *end date*, if one is listed, is the date in which the content will no longer be accessible to you without intervention by your professor. For this course, the end date signifies the last date in which the work will be accepted for any credit. As late work is not accepted in this course, the due date and the end date should be the same for each assignment.

Attendance

MCC's policy is that you must maintain 75% attendance for each course you are enrolled in. your attendance is based on completion of coursework. If you fail to complete all work in a given week, you will be considered absent for the week. If you exceed 2 absences before the course census date, you will be dropped. If you exceed 2 absences after the census date, you will receive the grade earned in the course unless you contact your professor and specifically ask to be dropped from the course. It is the discretion of the professor as to whether they will process your drop after the census date or give the grade earned for the course.

Computer Problems

All coursework is required to be submitted via the Content tool within Brightspace. If you are unfamiliar with how to submit work in Brightspace, please review the materials provided in the Brightspace Orientation course, available to all MCC students. Due to the vast number of computers we have available on campus, as well as the availability of computers in community

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areas, we do not allow late work due to personal computer issues. MCC has created a WiFi hotspot in the parking lot of the Highlander Gym, as well as in all campus buildings, for students to use in the event that their home internet connection fails. Due to the availability of WiFi on campus and at many businesses and community centers, we do not allow late work due to home internet connection issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users), adjustments will be made at the instructors' discretion.

Student Behavioral Expectations or Conduct Policy:

The following course policies outline our expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

Timeliness

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that "life happens," but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when "life happens," you will be caught off-guard and may not be able to submit work on time.

Responsibility

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don't understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructors or within your textbooks/course resources. Failure to follow instructions will result in a loss of points on your assignments and course activities.

Accountability

Just as you will be in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work

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submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

Effective Communication

You will be expected to communicate with your professor just as you would communicate with senior management at a company. You should be respectful of the professor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your professor. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your professor late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your professor or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

Professionalism

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to an appointment with your professor wearing pajamas or anything that would be deemed inappropriate in the business world. Do not participate in Zoom unless you are dressed appropriately.

Integrity

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot

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be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning, be reported to the Conduct Officer, and will receive a zero on the assignment for the first offense. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “NC” for the course, without the option to drop the course for the grade of a “W,” and will be reported to the Conduct Officer with the possibility of academic suspension. For more information on plagiarism, we recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

Turnitin (<https://www.turnitin.com/>): In order to help students learn proper composition skills and to promote academic honesty, this class will use the services provided by Turnitin (hereinafter, the “Service”). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students’ work will be investigated and the student is subject to discipline according to policy.

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*****INSTRUCTOR NOTE:*****

Deviation from any of the aforementioned course policies, will result in the following penalties:

1st Offense: Written warning from the instructor, a zero grade issued for the activity in which the offense occurred, and a report made to the Conduct Officer. Conduct issues not involving a graded activity will be addressed by written warning from the instructor and a report made to the Conduct Officer.

2nd Offense: Report made to Conduct Officer and immediate removal from the course with an “NC” given for the course grade.

* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

*****INSTRUCTOR NOTE:*****

At the end of the semester, grades will not fall like manna from the sky! You EARN your grade. You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an NC or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances.

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I believe warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.