

Course Syllabus

Department : Occupational Safety and Health
Course Title : Safety Program Management
Section Name : OSH_2309_WB1
Start Date : 08/27/12
End Date : 10/19/12
Modality : ONLINE
Credits : 3

Instructor Information

Name : Christopher Martin
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Course Description

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

Prerequisites/Corequisites

None

[ICO
1,4,5,6](#)

Course Objectives

This course will provide an overview of the various components of safety programs and management of those programs. Each topic could realistically be broken into a semester's work, and some of the subjects do indeed have entire courses dedicated to them. Other subjects require professional and regulatory training outside the scope of the academic world. This course serves as an ever evolving overview of the various components of safety programs and safety leadership as a whole. The primary objective, students will be able to demonstrate knowledge of the many

aspects of safety programs and safety program management. The secondary objective, each student will exhibit knowledge of business terminology and how safety and good business are inherently intertwined.

Required Readings/Materials

None

Course Requirements (Lectures, Assignments and Assessments)

As this is the first semester of either week courses, some of the materials are still labeled “weekly” or “weeks.” Please disregard these labels. All work in this course must be completed by the end date. It is, in essence, self paced. There are 13 modules (weeks) of work you must complete, along with the paper, discussions and final.

Quizzes:

Students will follow the links, found in Course Documents, to the posted presentation(s), which are Powerpoints. Read through each presentation carefully as some will have links to other sites where class materials are found. At the conclusion of each presentation, the student will complete **two tasks** each week: **Complete the weekly quiz** which covers that week’s presentation and vocabulary and **address the discussion question** in the appropriate forum on Blackboard. The Weekly Quizzes will be found under the **Assignments Tab**. **Once you begin a Weekly Quiz, you can not exit the quiz or start over.**

Each week’s presentation will have an accompanying set of **review questions**. These can be found in the **course documents**. Print the review questions off, answer them using the information from the weekly presentation and links within the presentation, while reading through the materials. You will need these answers to take the weekly quiz. Within your PowerPoint presentation, you will locate the **Business Vocabulary on the next to the last slide**. Find a definition for each term as you will need to know these for each weekly quiz. **DO NOT SUBMIT the weekly review questions or vocabulary to the instructor.**

Discussion Board:

Each week’s Class Discussion should prompt a deeper analysis of the week’s materials. This forum will allow students to share ideas and thoughts of the subject matter. Friendly debate will be allowed, but keep discussion professional and respectful, or it will affect grades negatively. **Post your comments to the Class Discussion Question on Blackboard** and be aware that plagiarism, cut and paste and one sentence responses are not acceptable. ***In addition to posting your comments, post a reply to at least on other student’s comments.*** Your initial posting should be approximately 100 words in length, and responses to other participant’s postings should be approximately 50 words

Research Paper:

Each student will submit a paper on the following topic, “The Various Components and Principles of Effective Safety Program Management.” The student is to formulate opinions of

the class materials, personal research, and support those opinions in this paper. Document no less than three resources used in the paper. The paper, ***excluding*** the reference documentation, is to be five pages in length. **Format requirements are double spaced, size twelve, times new roman font. The paper is to be saved and submitted in the .rtf format.** Check the calendar to see when the paper is due. The paper can be submitted to the instructor at any time for review and editorial commentary prior to the due date.

Exams:

There will be only one exam during the semester, on line and open book. It is the final exam. Questions for the final will be drawn from your weekly assignments and business vocabulary. It will be posted and made available the week of finals.

Topic/Overview: This week focuses on

Summary of Assignments & Activities

Item(Name)	Type	Description	Due
Discussions	Discussion Board Posting	Answer each discussion question and then post a reply to another student's posting. Be sure to complete all discussion board postings by the last day of class for credit. Be respectful when replying to another's post.	TBA
Quizzes	Quiz	Review the PowerPoints in the course documents. Using the powerpoints, answer the review questions, also found in the course documents, and define the business vocabulary, found on the next to last slide of each presentation. Under assignments, you will find the weekly quizzes. Open them when ready and complete them before the last day of class. They may be opened only once, and will all be available after the first week of class.	TBA
Research Paper	Paper	Refer to the syllabus for instructions on the topic and format. Papers submitted which are not compliant with the syllabus will lose substantial points when being graded.	TBA
Final Exam	Exam	The Final Exam is an open book exam which draws questions from the weekly reviews for the entire semester. I will post when the exam opens.	TBA

Grading Policy

Weekly quizzes will be graded immediately and will provide you with feedback. The paper is graded on content, the number of pages submitted and whether or not the reference page is submitted. The Discussion Board participation grade will be relative to the number and quality of your submissions. The final is also an online exam that will provide you with an instant grade and feedback.

Course Evaluation:

The weekly quizzes will count 40 percent of your grade.

Weekly discussion board postings will count for 20 percent of your grade and will be posted as one final discussion board participation grade. These will not be graded weekly.

The paper will count 20 percent of your grade.

The final exam will count 20 percent of your grade

Grades will be awarded on the following percentages:

Percentage %	Grade
95+	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
<59	F

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
- post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
- line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
- getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask questions if I don’t understand; and,
 - access my course several times during the week to keep up with assignments and announcements.