UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS

MGMT 4180.001 – WORKPLACE HEALTH AND SAFETY
FALL 2016 COURSE SYLLABUS
AUGUST 29-DECEMBER 16, 2016
TUESDAYS AND THURSDAYS 12:30pm – 1:50pm, BLB 140

Instructor: Professor Welch, Department of Management Lecturer
Office: 358A - Business Leadership Building
Phone: 940-565-4766 – Office
E-mail: Erin.Welch@unt.edu ***BEST WAY TO REACH ME***

We will NOT use Messaging on Blackboard. You MUST email me directly at the UNT email above. I will contact you via your Eagle Connect/myUNT address.

**Be sure to include MGMT 4180 in the Subject Line**

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

Office Hours: Tuesdays and Thursdays 10:30am-12:20pm, 2:00-3:00pm
*Other Times Available By Appointment.
*DURING FINALS WEEK – NO OFFICE HOURS, BY APPOINTMENT ONLY.

INTRODUCTION:
Workplace Health and Safety (MGMT 4180) is a senior level course that prepares students to establish safe and healthful work practices on the job. We will review roles and professional certifications for safety and health professionals, workers’ compensation, accident investigation and reporting, product safety and liability, ergonomic hazards, stress and safety, safety and health training, violence in the workplace, risk management, and occupational safety and health (OSHA). Students will be given the opportunity to develop and demonstrate their understanding and managerial awareness of the prevention, diagnosis, and evaluation of safety and health programs.

COURSE OBJECTIVES:
1. Know and understand the basics of occupational safety and health in today's global workplace;
2. Become familiar with the roles and responsibilities for safety and health professionals;
3. Learn the applicable laws and regulations for workplace safety;
4. Be able to recognize, prevent, and control workplace hazards; and
5. Learn how to design and implement a safety program

REQUIRED TEXTBOOK:

The UNT Bookstore has used and new copies for purchase or rent. You can also purchase a digital copy directly from the publisher at: http://www.mypearsonstore.com/bookstore/occupational-safety-and-health-for-technologists-engineers-9780133484175

I recommend that students shop around for the best price, but please be sure to purchase the 8th edition (not old versions) as this is the version that the exam questions will be pulled from. Additional readings and assignments will be distributed in class.
STRUCTURE:
The course is taught as a face-to-face class. Students are responsible for all material presented in the face-to-face sessions. The course will be conducted using the textbook, lectures, guest speakers, articles, and other supplemental material. Recognize that each article/case is simply a record of an issue, which has been faced by HR, Risk Management, and other safety professionals. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions, and prejudices upon which safety decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

For this method of instruction to work effectively, you must have read and thought about all assigned material. A good rule of thumb is to spend as much time analyzing and preparing the material as you do reading it.

EAGLE CONNECT / BLACKBOARD:
All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit https://eagleconnect.unt.edu/.

In addition, please check Blackboard regularly for announcements, grades, and any updates in our class schedule. Please note, while I post some hand-outs on Blackboard, these are ONLY a sketchy outline of the material. It’s imperative you attend class punctually and take notes. If you miss class, it’s your responsibility to obtain lecture notes and handouts from a peer. To access the course in Blackboard:
- Go to https://learn.unt.edu
- Login using your EUID and Password
- Click on “MGMT 4180” from the list of courses

Please note that Blackboard relies heavily on electronic technologies for online courses, and technology is not a 100% reliable. If you experience technical difficulties, report issues with Blackboard to the Helpdesk at 940-565-2324. Be sure to ask for a ticket number and then email the ticket number to me along with a detailed explanation of the technical problems you’ve encountered. Any technical issues that impact online assignments will be handled on a case-by-case basis.

EVENT TIMING:
All times stated in the syllabus or on Blackboard will conform to US Central Standard Time (CST) and Texas state daylight savings time adjustments.

SUCCEED AT UNT:
UNT strives to provide you a high-quality education and to deliver a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up! Find Support! Take Control! Be prepared! Get Involved! Be Persistent! To learn more about campus resources and information on how you can achieve success, go to: http://success.unt.edu/

ATTENDANCE, PARTICIPATION, AND CLASSROOM CONDUCT:
Regular attendance and participation is expected. Attendance may be taken during each class. Arrive on time so class can start promptly. On exam days, if you arrive late, you will lose time on your exam – no excuses, no exceptions! Honing your professional skills is part of the university experience and one of the learning outcomes of this class. Professionalism means coming to class, not being called out for texting, participating in discussions, etc. If you use a laptop, please be respectful of the classmates around you. If I receive complaints regarding your laptop usage, I will ask that you move to the back row. Students should read the assigned material and complete assignments PRIOR to coming to class and be prepared to discuss and ask questions.

Any student who is absent will be responsible for obtaining lecture notes, hand-outs or information about the missed class from their peers. I will answer all voicemails and emails promptly, except any that asks “what did I miss in class?”

Any behavior on the part of the student that is considered to be disruptive by the instructor will be dealt
with according to University guidelines. Examples of such behaviors include but are not limited to the following: using digital devices and cell phones in a disruptive manner, arriving late, leaving early, or chatting/side conversations. If you have a situation which requires your early exit, please visit with me before class begins. If the student fails to adhere to such policies even after being made aware of such behavior, then they might be asked to leave the classroom and will be subject to further disciplinary action as laid out in the University policies. It is my expectation that all student conduct be in accordance with the UNT Code of Student Conduct as outlined at http://www.unt.edu/csrr.

GUEST SPEAKERS:
We will have guest speaker(s) throughout the semester. It is highly recommended to attend the guest speaker session(s) which will be announced once time and dates are confirmed. All students are expected to be courteous and respectful to speaker(s). This includes arriving on time, paying attention, and demonstrating interest by participating and asking questions when appropriate. Take good notes during the speakers’ presentations as you will see questions on the exams regarding their material.

COURSE RELATED E-MAIL MESSAGES:
Please consider the following example of an appropriate e-mail to send to a professor:

To: Erin.Welch@unt.edu
From: Good.Student@my.unt.edu
Title: MGMT 4180 White Paper Topic

Professor Welch,

For my white paper, I will research and write about the importance of accident investigation and reporting with work related injuries.

Thanks,
Good Student
Student ID #10203040

*Please keep in mind that my name is Professor Welch and not “Hey You,” “Howdy,” or “Yo Mamma”!

PERFORMANCE EVALUATION AND GRADING:
Each student will be responsible for all assignments. Your grade in this class will be calculated by adding the total points earned during the term. Grades will be earned based on successful completion of the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>In Class Group Assignments (4@15 points each)</td>
<td>60</td>
</tr>
<tr>
<td>White Paper Individual Written Assignment</td>
<td>70</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
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<tr>
<td>Exam 2</td>
<td>100</td>
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<td>Exam 3</td>
<td>100</td>
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<tr>
<td>Exam 4</td>
<td>100</td>
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<tr>
<td><strong>Maximum Points Possible</strong></td>
<td>530</td>
</tr>
</tbody>
</table>

Final grades will be awarded for the following levels of performance: (final grade consists of points earned – no rounding and no extra credit)

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>477.00-530.00</td>
<td>A</td>
</tr>
<tr>
<td>424.00-476.99</td>
<td>B</td>
</tr>
<tr>
<td>371.00-423.99</td>
<td>C</td>
</tr>
<tr>
<td>318.00-370.99</td>
<td>D</td>
</tr>
<tr>
<td>0 – 317.99</td>
<td>F</td>
</tr>
</tbody>
</table>

**As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.

ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE: Make an effort from the first day of class and do your best on all assigned items so you won’t need extra credit. No late assignments will be accepted! Do NOT ask me for a deal. Every semester a student will ask me for a deal that is NOT available to all students. It is unethical to ask me to give you points that have not been earned. The Department of Management has high standards for its junior and senior level courses that will be enforced.

***The Instructor reserves the right to make changes to this syllabus, if needed.
IN CLASS GROUP ASSIGNMENTS (available in class ONLY):
We will have four (4) in class group assignments throughout the semester (see course schedule for assignment dates). I will present the assignment in class, and then students will break out into small groups to discuss the assignment and answer a few questions. For some assignments, groups may be asked to bring materials to the session such as a current article. Each group will present their findings at the end of class. Students will write their responses on paper and put all group member names on top of the paper (this will ensure each person gets credit for participation in the assignment). Each in class activity is worth 15 points. If you are not in class, you will NOT receive the points – no make-ups allowed!

WHITE PAPER INDIVIDUAL WRITTEN ASSIGNMENTS (assignments handed out in class and turned in via Blackboard):
Each student will be responsible for completing a White Paper by the end of the semester. The assignment will serve to evaluate the students’ accumulation of knowledge and skills. The due date for the assignment is listed in the Course Schedule.

The paper must be on a subject related to topics studied throughout the semester. For example, CH 10 discusses Ergonomic Hazards. A related subject you could research and write about would be telecommuting risks and how companies must manage virtual employees. Workplace safety professionals must be aware of the risks involved with telecommuting and develop strategies to minimize the liabilities that result from workers compensation, unauthorized overtime, and network privacy exposures.

More detailed instructions on the white paper assignment will be handed out in class. The assignment must be uploaded to Blackboard by the deadline in the course schedule. No late assignments will be accepted! The assignment is worth a maximum of 70 points.

EXAMS (Paper Exams Administered In Class):
Four exams are given that cover the assigned material and are not cumulative. Exams are closed book and mandatory – not taking an exam grants 0 points for the exam. No make-up exams will be given, unless you have a university-related excused reason with proper documentation. No exceptions to this policy! Please see the course schedule for exam dates.

It is my intent to offer all exams in paper format with multiple choice and true/false questions. The exams are “knowledge-acquisition-application” oriented. That is they are designed to test your knowledge of concepts and theories discussed in lecture as well as the textbook. The objective is to ensure that all students are on board and staying up to date with the instructor and the rest of the class. Each exam will have 50 questions and you will have 60 minutes to complete each exam. (50 questions @ 2 points each = 100 possible points) Scantrons will be provided. You will need to bring a pencil on exam days.

All exams will be distributed promptly at the beginning of class, and you will have 60 minutes to complete your exam. If you come in late, you will have less time to complete the exam. Further you will NOT be allowed to take the exam after the first person leaves. On exam days, come to class on time and be prepared! No exceptions, no excuses.

Study guides are not provided in my junior or senior level courses. To do well on the exams, you must thoroughly read and analyze the text as well as material covered in class. Start preparing in advance of the exam. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

Exam scores and feedback will be posted on Blackboard within 24-48 hours after I have completed a post-exam analysis. I will send an Announcement once scores have been released. After I send the announcement that scores have been released, you will be able to view your exam score in your “My Grades” tool in Blackboard and review my feedback in the announcements section. Exams will not be returned or reviewed in class. If you would like to review the exam questions and your submitted answers, please contact me to schedule an appointment.

**ACADEMIC INTEGRITY: Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, there are two versions of the exam so you will NOT see the same questions in the same order as the person sitting next to you.**

***The Instructor reserves the right to make changes to this syllabus, if needed.***
EXAM MAKE-UP OR SCHEDULE CONFLICT REQUEST:
Exam make-up requests must be made prior to the exam and comply with University policy. Forward the information to me at Erin.Welch@unt.edu with the words "MGMT 4180 Exam Conflict" in the subject line, and include your name, student ID number, and detailed reason for request. No make-ups will be granted for missed or late assessments, assignments, or exams.

SUNDOWN RULE:
You have one (1) week (from the due date) to inquire about your grade on an exam, individual assignment, or in-class assignment. The exception to this is the last and final exam (Exam 4) and your Final Letter Grade when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades on a regular basis!

ADA Statement:
The College of Business Administration complies with the American with Disabilities Act in making reasonable accommodation for qualified students with a disability. University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed (this is done by sending the Instructor the letter of accommodation that has been approved by UNT’s Office of Disability Accommodation for the current semester).

DROPPING THE COURSE:
If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar's website: http://www.unt.edu/catalog/ Please note that Monday, November 7th is the last day for a student to drop a course with consent of the instructor. Also, I do not assign WF’s in this course. If you decide to drop by the deadline, you will receive a W (not a WF).

To drop the course, please stop by the Department of Management in BLB 207 (940.565.3140) and ask for a drop slip. The Departmental Staff have permission to sign the drop slip on my behalf and issue you a W (not a WF). Be prepared to provide them with the course number (MGMT 4180.001), your full name and student ID number. Once you have the completed drop slip, you will walk it to the UNT Registrar for processing.

PANDEMIC, DISASTER, OR WEATHER CONDITIONS:
The word “Pandemic” refers to health related emergencies as declared by the proper authorities. The word “Disaster” refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities. Weather conditions are declared by UNT authorities. For any such event, course timing and due date adjustments will be made as required. I will contact you via Announcements in Blackboard Learn.

EMERGENCY ALERTS:
The University of North Texas has an emergency Notification System, Eagle Connect Alert, which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's radio station, KNTU 88.1 FM and website http://www.unt.edu, will provide updated information during an emergency situation.

COURSE EVALUATIONS:
This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation of Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I’m here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. You will be notified on Blackboard and via your UNT email once the evaluations open.

ATTENDANCE AND ASSIGNMENTS POLICY:
For due dates and exam times, please see the Course Schedule towards the end of the syllabus. All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances.

***The Instructor reserves the right to make changes to this syllabus, if needed. Page 5
(to include funerals). In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and discuss documentation at Erin.Welch@unt.edu

**ACADEMIC INTEGRITY:**
Academic integrity violations are treated with zero tolerance. Fabrication, falsification, and plagiarism have serious consequences, so do your own work. The process is outlined at this website – [http://facultysuccess.unt.edu/academic-integrity](http://facultysuccess.unt.edu/academic-integrity) and should be read and understood by all students. A zero tolerance policy is followed regarding violations of academic integrity. Stay on the high road!

**SCHOLASTIC DISHONESTY POLICY:**
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined “Academic Integrity Process” as referenced at [http://www.vpaa.unt.edu/academic-integrity.htm](http://www.vpaa.unt.edu/academic-integrity.htm). If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

**INTELLECTUAL PROPERTY:**
State common law and federal copyright law protect my posted web material. It is my own original work. Whereas you are authorized to take notes, thereby creating a derivative work from my material, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to make any commercial use of your notes without express prior permission from me. Moreover, I will not use your work without your permission.
# MGMT 4180.001 – WORKPLACE HEALTH AND SAFETY
## FALL 2016 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
</thead>
</table>
| 1    | Aug 30     | **Course Introduction**  
- Review the Course Syllabus  
- Student Introductions  
**Sept 1**  
**Thursday**  
- CH 1: Safety and Health Movement, Then and Now | - Purchase the textbook  
- Familiarize yourself with the Syllabus and Blackboard  
- Read Text: CH 1                                                                 |
|      |            | **University Closed on Monday, September 5th in observance of Labor Day**  
- CH 2: Accidents and Their Effects  
- CH 4: Roles and Professional Certifications for Safety and Health Professionals  
**Sept 8**  
**Thursday**  
- CH 6: The OSH Act, Standards, and Liability | - Read Text: CH 2  
- Read Text: CH 4  
**Skip CH 3**  
- Read Text: CH 6  
**Skip CH 5**                                                                 |
| 2    | Sept 6     | **Guest Speaker**  
- Topics covered by the Guest Speaker will be on Exam  
**Sept 13**  
**Tuesday**  
- CH 7: Workers’ Compensation  
**Sept 15**  
**Thursday**  
- CH 9: Product Safety and Liability | - Topics covered by the Guest Speaker will be on Exam  
- Read Text: CH 7  
- Read Text: CH 9  
- Review White Paper Guidelines and start thinking about a topic                                                                 |
| 3    | Sept 20    | **In Class Group Assignment 1**  
- Exam #1 (Material from CH 1, 2, 4, 6, and 7, lecture, and guest speaker’s presentation)  
**All material is testable**  
**Sept 22**  
**Thursday**  
- Exam #1: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses! You will have one hour to complete 50 multiple choice and true/false questions. Exam scores and feedback will be posted on Blackboard within 24-48 hours.  
- In Class Group Assignment  
- Prepare for Exam 1 (CH 1, 2, 4, 6, and 7)  
**Sept 29**  
**Thursday**  
- CH 10: Ergonomic Hazards: Musculoskeletal Disorders (MSDs) and Cumulative Trauma Disorders (CTDs)  
**Oct 6**  
**Thursday**  
- CH 11: Stress and Safety | - In Class Group Assignment  
- Prepare for Exam 1 (CH 1, 2, 4, 6, and 7)  
- Exam #1: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses! You will have one hour to complete 50 multiple choice and true/false questions. Exam scores and feedback will be posted on Blackboard within 24-48 hours.  
- Read Text: CH 8  
- Review White Paper Guidelines and start thinking about a topic  
- Read Text: CH 10  
- Read Text: CH 11                                                                 |
| 6    | Oct 11     | **CH 13: Violence in the Workplace**  
**Oct 11**  
**Tuesday**  
**Oct 13**  
**Thursday**  
**Oct 15**  
**Tuesday**  
**Oct 17**  
**Thursday**  
**Oct 24**  
**Tuesday**  
**Oct 26**  
**Thursday**  
**Oct 31**  
**Tuesday**  
**Nov 3**  
**Thursday**  
**Nov 5**  
**Tuesday**  
**Nov 7**  
**Thursday**  
**Nov 12**  
**Tuesday**  
**Nov 14**  
**Thursday**  
**Nov 16**  
**Tuesday**  
**Nov 18**  
**Thursday**  
**Nov 22**  
**Tuesday**  
**Nov 24**  
**Thursday**  
**Nov 26**  
**Tuesday**  
**Nov 28**  
**Thursday**  
**Dec 2**  
**Tuesday**  
**Dec 4**  
**Thursday**  
**Dec 6**  
**Tuesday**  
**Dec 8**  
**Thursday**  
**Dec 10**  
**Tuesday**  
**Dec 12**  
**Thursday**  
**Dec 14**  
**Tuesday**  
**Dec 16**  
**Thursday**  
**Dec 18**  
**Tuesday**  
**Dec 20**  
**Thursday**  
**Dec 22**  
**Tuesday**  
**Dec 24**  
**Thursday**  
**Dec 26**  
**Tuesday**  
**Dec 28**  
**Thursday**  
**Dec 30**  
**Tuesday**  
**Jan 2**  
**Thursday**  
**Jan 4**  
**Tuesday**  
**Jan 6**  
**Thursday** | - Read Text: CH 13  
**Skip CH 12 for Exam 2 but we will cover later in the semester**                                                                 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 13</td>
<td>Thursday</td>
<td>- Guest Speaker</td>
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<tr>
<td></td>
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<td>- Topics covered by the guest speaker will be on Exam</td>
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<tr>
<td>Oct 18</td>
<td>Tuesday</td>
<td>- In Class Group Assignment 2</td>
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<tr>
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<td></td>
<td>- In Class Group Assignment 2 (CH 8-11 and 13)</td>
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<tr>
<td>Oct 20</td>
<td>Thursday</td>
<td>- Exam #2 (Material from CH 8-11 and 13, lecture, and guest speaker’s presentation)</td>
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<td><em>All material is testable</em></td>
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<td>- Exam #2: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses! You will have one hour to complete 50 multiple choice and true/false questions. Exam scores and feedback will be posted on Blackboard within 24-48 hours.</td>
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<tr>
<td>Oct 25</td>
<td>Tuesday</td>
<td>- CH 15: Falling, Impact, Acceleration, Lifting, and Vision Hazards with Appropriate PPE</td>
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<td>- Read Text: CH 15 <strong>Skip CH 14</strong></td>
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<td>Oct 27</td>
<td>Thursday</td>
<td>- CH 16: Hazards of Temp Extremes - CH 19: Fire Hazards and Life Safety</td>
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<td>- Read Text: CH 16 <strong>Skip CH 17-18</strong></td>
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<tr>
<td>Nov 1</td>
<td>Tuesday</td>
<td>- CH 21: Radiation Hazards - CH 22: Noise and Vibration Hazards</td>
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<td></td>
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<td>- Read Text: CH 21 - Read Text: CH 22 <strong>Skip CH 20</strong></td>
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<td>Nov 3</td>
<td>Thursday</td>
<td>- CH 24: Bloodborne Pathogens and Bacterial Hazards in the Workplace <em>Monday, November 7th is the last day to DROP a course with a W</em></td>
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<td>- Read Text: CH 24 <strong>Skip CH 23</strong></td>
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<tr>
<td>Nov 8</td>
<td>Tuesday</td>
<td>- Guest Speaker</td>
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<td></td>
<td>- Topics covered by Guest Speaker will be on Exam</td>
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<td>Nov 10</td>
<td>Thursday</td>
<td>- In Class Group Assignment 3</td>
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<td></td>
<td></td>
<td>- In Class Group Assignment 3 (CH 15, 16, 19, 21, 22, and 24)</td>
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<tr>
<td>Nov 15</td>
<td>Tuesday</td>
<td>- Exam #3 (Material from CH 15, 16, 19, 21, 22, 24, lecture, and guest speaker’s presentation)</td>
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<td></td>
<td><em>All material is testable</em></td>
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<td></td>
<td>- Exam #3: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses! You will have one hour to complete 50 multiple choice and true/false questions. Exam scores and feedback will be posted on Blackboard within 24-48 hours.</td>
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<tr>
<td>Nov 17</td>
<td>Thursday</td>
<td>- CH 25: Preparing for Emergencies and Terrorism - Review White Paper Guidelines, Q&amp;A Session Regarding Assignment</td>
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<td>- Read Text: CH 25 - Review White Paper Guidelines and prepare any questions for 11/17 class session</td>
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<td>Nov 22</td>
<td>Tuesday</td>
<td><strong>Class will NOT meet today. Work on the White Paper Assignment.</strong></td>
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<td>- Finish your White Paper Assignment (Proof, Proof, Proof!)</td>
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<td>Nov 24</td>
<td>Thursday</td>
<td><em>University Closed Thursday, Nov 26 through Sunday, Nov 29 for Thanksgiving</em></td>
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<td>Happy Thanksgiving!</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Main Events</td>
<td>Additional Information</td>
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<td>Nov 29</td>
<td>Tuesday</td>
<td><strong>White Paper DUE TODAY</strong>&lt;br&gt;- CH 12: Safety and Health Training&lt;br&gt;- CH 26: Ethics and Safety</td>
<td><strong>Upload your White Papers to Blackboard by 12:30pm, Tuesday, November 29th. Grades will be released within one week.</strong>&lt;br&gt;- Read Text: CH 12&lt;br&gt;- Read Text: CH 26</td>
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<td>Dec 1</td>
<td>Thursday</td>
<td><strong>CH 27: Hazard Analysis/Prevention and Safety Management</strong>&lt;br&gt;- CH 28: Promoting Safety</td>
<td><strong>We will NOT cover CH 29, 30, or 31</strong>&lt;br&gt;- Read Text: CH 27&lt;br&gt;- Read Text: CH 28</td>
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<td>Dec 6</td>
<td>Tuesday</td>
<td><strong>Guest Speaker</strong>&lt;br&gt;- Topics covered by Guest Speaker will be on Exam</td>
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<td>Dec 8</td>
<td>Thursday</td>
<td><strong>In Class Group Assignment 4</strong>&lt;br&gt;- Prepare for Exam 4 (CH 12, 25-28)</td>
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<td>Dec 13</td>
<td>Tuesday</td>
<td><strong>No Class, Our Final on Thurs</strong>&lt;br&gt;- Finals Week – Good Luck on all your exams!!</td>
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<td>Dec 15</td>
<td>Thursday</td>
<td><strong>Exam #4 (Material from CH 12, 25-28, lecture, and guest speaker's presentation)</strong>&lt;br&gt;<strong>All material is testable</strong>&lt;br&gt;<strong>Exam 4 is NOT cumulative. It is the same format as prior exams but will serve as the final exam for MGMT 4180.</strong>&lt;br&gt;Exam 4 Scores and Final Letter Grades Posted on Blackboard by the afternoon of Friday, December 16th.</td>
<td><strong>Exam #3: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses! You will have one hour to complete 50 multiple choice and true/false questions.</strong>&lt;br&gt;<strong>NOTE: FINAL EXAM TIME is 10:30-11:30am in BLB 140</strong>&lt;br&gt;&lt;p&gt;I wish you the best of luck in your future endeavors both Academic and Professional! – Professor Welch&lt;/p&gt;</td>
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**FALL 2016 IMPORTANT DATES PER THE UNT REGISTRAR - http://registrar.unt.edu/**

- **August 29, Monday:** Classes Begin
- **September 5, Monday:** Labor Day – University Closed, No Classes
- **September 13, Tuesday:** Beginning this date a student who wishes to drop a course MUST first receive written consent of the instructor
- **November 7, Monday:** LAST day to drop a class with either a W or WF
- **November 24-27, Thursday – Sunday:** Thanksgiving Break – University Closed, No Classes
- **December 8, Thursday:** Last Regular Class Meeting for Face-to-Face Classes
- **December 9, Friday:** Reading Day, No Classes
- **December 10-15, Saturday through Thursday:** Finals week.<br>  - Final Exam Schedule available at: [http://registrar.unt.edu/exams/final-exam-schedule/fall](http://registrar.unt.edu/exams/final-exam-schedule/fall)<br>  - MGMT 4180.001 Final Exam will be given in our usual classroom from 10:30-11:30am, Thursday, December 15th. It serves as our final exam, but it is the SAME format as all prior exams.
- **December 16:** Term Ends
- **December 16-17:** Fall Commencement<br>  - Commencement Information available at: [https://commencement.unt.edu/](https://commencement.unt.edu/)<br>  - For those graduating, be sure to check the application deadline at the beginning of the semester. The application deadline for Fall Commencement comes early (usually early to mid-September). [http://registrar.unt.edu/graduation-and-diplomas/information-for-graduates](http://registrar.unt.edu/graduation-and-diplomas/information-for-graduates)