# WEEK DATES

<table>
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<tr>
<th>MATERIAL</th>
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<tr>
<td>Introductions &amp; clarification of performance criteria and course rationale. Discuss format for first exam and term papers and projects. How TQM and diversity in the workplace relates to improved S &amp; H health records. How H &amp; S relates to you. Your PFP exercise is important for you to do! <strong>PFP paper refers to your Personal, Familial and Professional criteria. Discuss Chapter 1. Safety &amp; Health Movement, Then and Now. Begin Chapter 2 – Accidents and Their Effects.</strong></td>
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<td>Overview of Project Minerva/Shape, OSHA, NIH, WHO NIOSH, ANSI standards and ISO standards (9,000 and 14,000 families), and TWCC, ASSE Glossary, semantics and secondary sources of data. Think about how safety and health are relevant to YOU personally &amp; professionally. Discuss Chapter Goetsch Chapters 2 &amp; 3, &amp; Loss Control theories (Heinrich and Bird). Read <a href="http://www.OSHA.gov/All">www.OSHA.gov/All</a> About OSHA</td>
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<td>***Students who intend to write a term paper should have finalized term topic and submitted the topic Topic for papers or projects must be submitted to Professor Ledgerwood for approval by Tuesday, October 23 by end of class. Discuss Goetsch <strong>Chapters 4 - 6</strong> and Begin <a href="http://www.OSHA.gov">All About OSHA</a> (<a href="http://www.OSHA.gov">www.OSHA.gov</a>)</td>
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<td>Discuss <strong>Chapter 7</strong> - (Workers’ Compensation and the handout on ADA &amp; Workers’ Comp (H&amp;S Exception); Sexual Harassment &amp; WC; - Relevant terms ASSE Glossary A - H -Discuss TWCC info on Texas Fatality Rates, Valid v. Invalid Subscribers and Nonsubscribers, Common Law Defenses Discuss Chapters 8 and 9. (Accident investigation &amp; Reporting); (Product Safety) and Liability. Prepare for Exam 1 over Chapters 1 – 9 &amp; notes Topic for papers or projects must be submitted to Professor Ledgerwood for approval by Tuesday, October 23 by end of class.</td>
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<td><strong>Tuesday, September 23 &amp; Thursday, September 25</strong> <strong>Tuesday, September 23 - Exam 1 over Chapters 1 – 9 notes &amp; All About OSHA</strong>********** Thursday, September 25 - Return Exam 1 – Do rewrites</td>
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<td><strong>Tuesday, September 30 and Thursday, October 2</strong> Discuss Goetsch Chapters 10 (ergonomics), 11 (stress and safety) Discuss Chapter 12 – Safety and Health Training</td>
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#7 Tuesday, October 7 and Thursday, October 9 - Students may be dismissed on Tuesday, October 7 if you have a sponsorship to attend HR Southwest Conference of SHRM (October 5 – 7 at the Fort Worth Convention Center)
**Tuesday** - Discuss & Chapter 13 – Violence in the Work Place
**Thursday** - Begin to discuss SHRM’s Module on Risk Management.

#8 Tuesday, October 14 and Thursday, October 16 - Finish SHRM Module 6 and prepare for Exam 2 over chapters 10 – 13 and the SHRM module and web materials over Health and Safety.
**Thursday, October 16 - Exam 2 over Chapters 10 – 13 & SHRM Module**

#9 Tuesday, October 21 and Thursday, October 23
Tuesday Return Exam 2 – Do rewrites – go over exam
Thursday Discuss Goetsch Chapter 25 & 26 (Emergency Mgmt. & Terrorism - Right to Know laws) and (Ethics and Safety)

#10 Tuesday, October 28 and Thursday, October 30
Discuss Chapters 27 - 28 - Hazard Analysis, Prevention & MGMT; Promoting S & H
Discuss Chapters 29 & 30 - Environmental Safety & ISO 1400 and Total Safety Management

#11 Tuesday, November 4 and Thursday, November 6
**Term papers due by class end on November 6 – No extensions please**
Discuss Goetsch Chapters 31 - Establishing a Safety-Friendly Corporate Culture
Discuss Goetsch Chapters 24 - OSHA’s Blood Borne Pathogen Standard (www.OSHA.com)
Prepare for Exam 3 over chapters 24 – 31

#12 Tuesday, November 11 and Thursday, November 13
**Tuesday - Exam 3 over chapters 24 – 31**
Thursday - Return tests – Go over item analysis – Do rewrites if time.

#13 Tuesday, November 18 and Thursday, November 20
Discuss Chapter on Stress and Safety
Discuss Goetsch Chapter on Falls, Impact, Acceleration and Lifting

#14 Tuesday, November 25 and (Thursday, November 27 - Thanksgiving - No Class)
Finish discussing Goetsch ’s chapter on Falls, Impact, Acceleration and Lifting

#15 Tuesday, December 2 and Thursday, December 4
Tuesday Discuss Chapter on Fires
Thursday Discuss Chapter on Violence in the Workplace

#16 Thursday, December 11 at 10:30 – 12:30 – Final Exam over Stress, Falls, Fires and Violence
**ALL STUDENTS MUST SIGN OFF ON THEIR GRADES**
This course is a senior level course to prepare students to establish safe and healthful work practices on the job. There is no such thing as a "perfectly safe" environment, nor people being "accident prone." Management successes and failures are accomplished by people, with people and for people. Thus, your task during this brief fall session is to become familiar with the key areas of concern today when managing people in the workplace. We will study and evaluate both theory and evidence as well as explore the pragmatic implications of your safety and health practices both on and off the job. You will be given the opportunity to develop and demonstrate your understanding and managerial awareness related to the prevention, diagnosis and evaluation of safety and health programs.

All students should enter their chosen field with an understanding of health and safety (Risk Management) concepts and terms. Introductory reviews of the functional disciplines in the HR field will be an integral part of this course. Objectives of these reviews will be (1) to demonstrate introductory knowledge of safety and health concepts, (2) to exhibit a readiness to research safety and health challenges by conducting secondary research projects (evaluate theories and secondary sources of data relevant to your project); (3) to demonstrate integrative knowledge of safety and health functions relative to the functional areas within your chosen employer organization and field. All students are expected to use the following class pages to explore aspects of S & H relevant to YOU.

http://www.library.unt.edu/research-tools/class-pages/mgmt-3860-4180-5260/

Jeff Levy also has posted a couple more sites. The following one provides a nice wrap-up of labor laws, and links to Career Onesource: Tools for America's Job Seekers Challenge - http://www.dol.gov/challenge/ by the U.S. Department of Labor. This site rates online career centers by topic (wages, unemployment insurance, health plans), by audience, by location, & furnishes laws & regulations.

GRADING CRITERIA

Members of this class will have the opportunity to attempt five grades during the semester, of which the highest four will count. There will be four (non-comprehensive) exams and one elective project or paper Permission by the professor must be given for your topic, and your project or paper must be (a) completed and submitted on time and (b) in compliance with the format expected as stated in the critique sheet. A sample form which gives the grading criteria for your paper/project is attached to this syllabus. You may choose to work in a group or individually. If you choose to write a paper, there must be at least 10 references (per author) for a C per person writing the paper. This paper may NOT be used in another class for your grade in 4180.

Please note that no make-up tests nor "pop quizzes" will be given. Role will not be taken other than for administrative purposes (required by the Dean's office). Your exams will be returned to you the very next class period following the scheduled time and we will go over the tests during that class to identify any "weak" exam questions or any errors in the grading of your exam. Tests and Summary of Grade Sheets may NOT be taken home and may be responded to only during the class containing the return of your exam. You may not leave class with your exams. To do so will result in your grade being an F for the semester. ****************************

Since we are in a new building, there are no rooms to give make-up exams. Therefore, if you miss a test, you will drop that grade. Again, only your highest three grades will be calculated into your final grade. Therefore, the paper is voluntary.

Grading Policy for 4 grades:

A - 360 points (90 x 4 grades)
B - 320 points (80 x 4 grades)
C - 280 points (70 x 4 grades)
D - 240 points (60 x 4 grades)
Other Relevant information:

Please note: The College of Business Administration at UNT complies with the American's with Disabilities Act in making reasonable accommodation for qualified students with a disability. If you (1) have an established disability (registered with the Office of Disability Accommodation on campus) or if you (2) perceive yourself to be disabled as defined in the ADA, please communicate your disability to me in writing or using other means so that reasonable accommodation can be made.

In this class it is your prerogative (other than during test times) to use tape recorders, computers or other devices as long as you are NOT interfering with the learning of other paying customers (class members). Please try to remember to turn OFF your cell phones and I will as well.

This syllabus is made with the understanding that you are the class customer. This class is flexible and will allow changes as long as these changes are reasonable and are applied equitably and fairly to each student. This class is only as good as we make it. Please let me know if you need help as we go along. Do not wait until finals week before coping with a problem. You have only to ask and all assistance possible will be given to you. If you know of speakers or information you wish to introduce to class members, please see me. We will try to meet the interests of the class members as much as possible.

You will be expected to initial what you believe to be your final grade. You are responsible for the accurate recording of your revised grade and extra bonus points on your Summary of Grade Sheet. If you do not have the proper bonus points or exam and project grades recorded on the Summary of Grade Sheet, you will be unable to qualify for a change of grade following the date of your recalculated grade following rewrites for that exam. Please do NOT miss your rewrite sessions because you will forgo the points returned in class. **REPEAT: It is prohibited to leave class or the professor’s office with your Summary of Grade Sheet and/or exams. To do so will result in an F for MGMT 4180 this semester.** This policy exists because in the past papers and tests have been taken home and even have left the country with class members “significant others”.

Before each exam I will try to give you an outline (Review Sheet) of what is on this exam. YOU will decide the format of each exam. Again, there are no make-up exams.

When we go over each exam, you will be given an item analysis which shows the number of people who missed each question. If 60% or more of the class miss a question, we can discuss that item on the test within that class period. If there is any remaining time, you will have 30 minutes to write up any points you think you deserve (from your rationale and knowledge of the test material). This process is called REWRITES.

**DIRECTIONS FOR DOING REWRITES**

**Remember, two purposes for doing rewrites are: (1) to provide a proper paper trail for improving your grade on the exam, and (2) to learn WHY you missed what you missed the points given on this exam.**

For the potential to earn partial or full credit on a specific question, the minimum work required includes:

1. Write only on ONE side of the page (to enhance readability).
2. Write up your questions in sequential order.
3. You must look up where the question came from, define all major terms in the question (to show how or what you understood that question to be asking),
4. You must look up where my answer came from, define all major terms in the answer (to show how or what you understood that answer to be saying), and explain why you thought this answer was wrong.
5. You must look up where your answer came from, define all major terms in your answer (to show how or what you understood that answer to be saying), and justify why your answer could be correct.
Please do **not** miss the write-up session because it is your final chance to increase your grade on that test. Also, it is important to know not only your score on an exam, but why you missed a question. Please keep up with class material and readings, since most of your exam questions will come from lecture and class notes. **If you miss any exam or deadline for your term project, this is the grade which you must drop.** Also, if you miss the post-exam (rewrite) session, no additional points will be added to your original test score (which may have been determined during the post-test period). This policy is not meant to be punitive. Rather, the policy allows standardization and timely completion of each exam.

**MGMT 4180 (BLUE) CLASS PROJECTS/PAPER TOPICS FOR FALL, 2014**

1. Explain the relationship between self-esteem, attribution theory, locus of control and workers’ compensation.

2. Explain the relationship between Sexual Harassment, Stress, and Workers’ Compensation.

3. Explain the overlap of ADA and workers’ compensation.

4. Explain the overlap of one topic as both a Health & Safety issue as well as EEO issue (i.e. Sexual Harassment/AIDS/Smoking, etc.- Must include workers' comp information as well as the Rights of the Employer & Employee or discuss the issue as an EEO issue and as a workers' comp/health issue).

5. Explain the relationship between cultural diversity and workers' compensation


7. Explain the relationship between commitment, job involvement and workers' compensation.

8. Explain the relationship between longevity and workers’ compensation.

9. Explain the relationship between the employer's duty to provide a safe and healthful work place (OSHA's General Duty Clause) and EEO legal requirements.

10. Explain how specific health and safety issues relate to you or physical conditions of your family members.

11. Review the literature exploring EEO and workers' compensation issues.

12. Summarize the GLOBAL problems recognized by countries relevant to health and safety sexual harassment.

13. **Additional projects may be approved with permission of the professor.**

For Appointments to learn how to conduct data base searches, contact: Jeff Levy - 565-2013 or e-mail Jeff at Jlevy@library.unt.edu. Check out the Web CT site for our class; [http://www.library.unt.edu/research-tools/class-pages/mgmt-4180/](http://www.library.unt.edu/research-tools/class-pages/mgmt-4180/). 

Jeff Levy posted a couple more sites. The following one provides a nice wrap-up of labor laws, and links to Career Onesource: 
**And Tools for America's Job Seekers Challenge** - [http://www.dol.gov/challenge/](http://www.dol.gov/challenge/) by the U.S. Department of Labor. This site rates online career centers by topic (wages, unemployment insurance, health plans), by audience, by location, gives laws & regulations.

**If a student chooses to write a paper or complete a project, that work MUST include a Lexis Legal Search.** Your term paper counts 100 points, the same as a test grade.

**REPEAT:** We will count your 4 highest grades. If you miss a test, that grade is dropped. If you are happy with your grade without doing a paper, then no paper is required.

If you write a paper, the sheet criteria page must be followed and attached to the front of your paper.
CRITIQUE CRITERIA - FALL, 2014
USED TO EVALUATE TERM PAPERS & PROJECTS FOR MGMT 4180-001 (BLUE CLASS)

Student's/s' Name(s):  
Printed Name - Signature of Student (gives permission for others to use this paper, articles, etc.)

Title of this Paper: __________________________________________________________

Was the paper/presentation turned in on time?  Yes ___  No ___  Was the paper submitted in a blue cover? Yes _____  No ______

Was a Blue CD or thumb drive included which contains the paper and all articles and works contained in the citations?  Yes ______  No ______

Did the paper et al. note the student’s name, e-mail, Phone #, and title with a BLUE label?  Yes ______  No ______

Are hard copies of the articles used in this paper attached to the paper (mandatory)?  Yes_____No ______

Does Title Page contain (1) the paper title, (2) author(s)’ name & e-mail/phone # (3) class name/number/sect. & submission date? Yes  No

Table of Contents/Outline: (Are page #s included which are accurate and consistent with the info. in the paper?)  Yes _____  No ______

Does the paper include the Lexis LEGAL search information?  Yes  No  (Necessary for an A or B)

Is the paper written on one side of the page only?  Yes_____No ______

Abstract/Summary/Synopsis: (Is this info. consistent with the topic of the paper & able to be given to class members?  Yes  No ______

Literature Search/Background (Are there at least 10 refereed journal articles (NOT TEXT BOOKS) per author or per grade to be counted - i.e. if three people want to write one paper together for one grade in this class, there must be at least 30 citations which are current - within the last two years – 2012-2014):  Yes ______  No ______

Total number of sources contained in this paper: _________  Total number of sources/references in the last 2 years:_________

Is each source referenced in the paper also in the Endnotes or Reference page where the reader can find the exact quote? Yes  No ______

Definitions of semantics/major theories/"buzz words": ___________________________ # of pages of the paper :_________________

Organization of the paper: ________________________________________________________________

Readability:  ________________________________________________________________

Consistency of verb tenses:

Subject/verb agreement: ________________________________________________________________

Consistency of plural/singular: __________________________________________________________

Sentence structure: ________________________________________________________________

Consistent use of pronouns: ____________________________________________________________

Did the contents of the paper respond adequately to the title of the paper?  Yes ______  No ______

Professor's Comments & Resulting Grade on term paper/project:
SUMMARY OF GRADES SHEET
MGMT 4180 - 001 WORKPLACE HEALTH AND SAFETY (BLUE CLASS)
FALL SEMESTER, 2014

Name of Student:

(Please Print) First Name (The name you want used in class) Last Name

Telephone #s: H: / Cell: / W: / 

Best Time to Call: H: Cell: W: 

E-mail you wish to use for this class: 

UNT E-mail: 

Grades: Original Score Revised

Exam #1

Exam #2

Exam #3

Exam #4

Project Grade:

Bonus Points: 5( ) 10( ) 15( ) Maximum Bonus Points - 15( 5 pts or 1/2 letter grade per exam)

Source of Bonus Points (Please Explain):

Final Grade in This Class: 

Your signature acknowledging your final grade from this class: 