

University of North Texas – G. Brint Ryan College of Business



MGMT 4180 Workplace Health and Safety

Fall 2023 Syllabus: August 21 – December 15, 2023

Section 001: Hybrid Format – Meets on Thursdays 12:30-1:50pm, BLB 260

Instructor Contact

Name: Professor Welch, Department of Management Senior Lecturer

Office Location: 358A - Business Leadership Building - Denton Campus

Phone Number: 940-565-4766 – Office

Office Hours: Tuesdays 1:00-3:00pm and Thursdays 2:00-4:00pm On Campus

*Other times available by appointment (Zoom or in-person)

*During finals week – no office hours, by appointment only

Email: Erin.Welch@unt.edu

Please put MGMT 4180 in the Subject Line

Communication Expectations: 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.

Course Description

MGMT 4180 Workplace Health and Safety (3 credit hours) is a senior level course. It prepares students to establish safe and healthy 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 hazards and safety programs.

Course Structure

What makes this class unique is the fact that it's hybrid which means it will be face-to-face and online. This means we only meet on Thursdays for an hour and twenty minutes (R 12:30-1:50pm) instead of three hours per week like a traditional face-to-face class.

For a hybrid class structure to work, students **MUST** spend time outside of class reviewing material and completing online assignments. While the structure of the course provides flexibility for students, please note that the course is **NOT** self-paced. It has a set schedule of meetings and weekly assignments that must be met. In addition, it has a standardized process that must be followed—with scheduled times and defined availability windows for taking exams.

Class lectures are designed to enhance the key concepts covered in the textbook. This is a partnership – you must study the materials (read the chapter and review the material in the Canvas Modules especially supporting videos

and articles) and I will utilize the class time to expand on key concepts. The class lectures will also help prepare you for the exams. **Please note – lecture power points can be found on Canvas but they are just a rough outline. Much more detail will be provided during lecture. Students must be present during lecture to receive credit for the in-class assignments.**

Lessons in the course will be conducted using the textbook, lectures, guest speakers, articles, and other supporting material. Recognize that supporting materials/articles are simply a record of an issue which has been faced by HR and 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 workplace safety strategies and decisions have been made. As such, they will provide the basis for in-depth examination of key concepts. For this method of instruction to work effectively, you must read and analyze all assigned material.

Dropping the Course

Please note that November 10th is the last day for a student to drop a course with the consent of the instructor.

If you decide to drop by the deadline, you will receive a W which doesn't impact your GPA. If you have questions regarding your grade, please contact me via email.

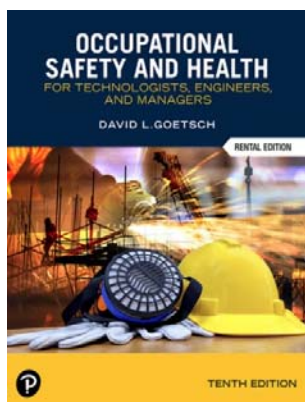
To drop the course, complete the Drop Consent Form and Submit it to the Registrar. More information about the drop process can be found by visiting the [UNT Registrar Website](http://registrar.unt.edu) (registrar.unt.edu)

Course Objectives

The course prepares students to enter industry aware of workplace safety and health issues. Intensive review of the functional disciplines related to workplace safety, employee wellness, and hazard analysis are the major focus of this senior level HR class. After completing the course, students will be able to:

- CO-1. Describe key developments relating to the workplace health and safety movement.
- CO-2. Identify the costs of workplace accidents and various roles in the modern workplace safety and health team.
- CO-3. Explain OSHA's mission, purpose, record-keeping requirements, and compliance enforcement methods.
- CO-4. Discuss the basic tenets of workers' compensation and how to handle employee injuries through workers' compensation.
- CO-5. Outline the accident investigation process and proper documentation of employee injuries.
- CO-6. Analyze tools for developing a product and general liability safety program to prevent workplace accidents.
- CO-7. List the common indicators of ergonomic problems and several problem-solving strategies for ergonomic hazards.
- CO-8. Define the concept of workplace stress and identify effective stress-reduction strategies for employees.
- CO-9. Recognize the legal considerations relating to workplace violence and the strategies for reducing the risk of workplace violence.
- CO-10. Distinguish the most common causes of falls in the workplace, basic elements of a slip-and-fall prevention program, impact/acceleration hazards, and key concepts associated with personal protective equipment (PPE).
- CO-11. Demonstrate how to recognize, prevent, and control workplace hazards through risk assessment and how to build a safety culture and program.

Required Materials



Goetsch. (2022). *Occupational Safety and Health for Technologists, Engineers, and Managers*. (10th Ed). Pearson.

The UNT Bookstore offers our book in different formats to rent or buy (digital or hardcopy). The [publisher](https://www.pearson.com/en-us/subject-catalog/p/occupational-safety-and-health-for-technologists-engineers-and-managers/P200000009687/9780137988907) (<https://www.pearson.com/en-us/subject-catalog/p/occupational-safety-and-health-for-technologists-engineers-and-managers/P200000009687/9780137988907>) also offers these options. In addition, the publisher (Pearson) offers the digital subscription at \$9.99 per month for a 4-month term.

If purchasing online from another source, please be careful as students have purchased the wrong edition, an international edition that doesn't have the same chapters, or a digital version that doesn't download properly. Make sure you purchase/rent from a reliable source.

Additional material will be distributed on Canvas.

To fully participate in this class, students will need reliable internet access to reference content on the Canvas Learning Management System and a computer with speakers, webcam, and Microsoft Office (Word, Excel, PowerPoint). If you are new to Canvas, please visit [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>) for more information on Canvas app and browser compatibility.

Eagle Connect / Canvas

All students should activate and regularly check their **EagleConnect (email) 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 email address, visit [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>)

To access the course in Canvas:

- Go to [Canvas](https://canvas.unt.edu) (<https://canvas.unt.edu>)
- Login using your EUID and Password
- Click on "MGMT 4180" from your list of courses

Getting Help with Technology Issues

Here at UNT we have a Student Help Desk that you can contact for help with your EagleConnect email, Canvas, or other technology issues.

NOTE: Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can't follow up on the technical issue.

Technical difficulties will be resolved as they arise (do not wait to report them). The University computer techs can determine exactly what has taken place and will advise me of the outcome. I will decide on how to resolve the technical issue based on their advice, University policy, and my experience.

Help Desk: [Helpdesk Website](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Tour of IT Services at UNT: [Tour of IT Services Website](https://it.unt.edu/techtour) (<https://it.unt.edu/techtour>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

Canvas Announcements

I will share quick news and course updates with the class using Announcements in Canvas. Announcements can be accessed via the left-hand navigation menu. **It is your responsibility to check Announcements on a regular basis throughout the semester.**

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 Question about Exam 3

Professor Welch,

Will Exam 3 be the same format as prior exams? (not cumulative)

Thanks,
Good Student

Please keep in mind that my name is Professor Welch and not “Hey Prof” or “Yo Momma”. Be professional.

Teaching Philosophy

My goal is to provide a high level of customer service. If you need assistance with anything related to this course, you should e-mail me at Erin.Welch@unt.edu and we can schedule an appointment if needed.

As you review the material, I ask that you think about how it applies to your career and consider how you can help encourage workplace safety. As your professor, I will guide you toward self-discovery, acquisition, and application of knowledge, and creative problem-solving. All readings, assessments, assignments, etc. are structured in a way to maximize your potential, challenge you to explore new horizons, and make you more marketable in the workplace. You will not be successful if you simply memorize facts/definitions/practice questions; you must be able to apply concepts to real life workplace health and safety situations. **Keeping me informed of your progress and any issues that may arise is critical.** The University of North Texas has many resources available to ensure you are making appropriate progress toward the attainment of your educational and personal goals. You are not alone.

Inclusive Learning Environment

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity. If you ever have any concerns, please contact me.

Attendance, Participation and Classroom Conduct

Regular attendance and participation are expected. Attendance may be taken during each class. Arrive on time so class can start promptly. 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 playing on your phone and distracting others, 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. If complaints continue regarding your classroom conduct, an academic penalty may be assessed. Students should be prepared to discuss material and ask questions.

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior may be referred to the Dean of Students to consider whether the student's

conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines for the online portion of the class:

- Treat your instructor and classmates with respect in email or any other communication.
- Remember that all college level communication should have correct spelling and grammar
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10- or 12-point font

Course Requirements

Grading Breakdown/Assessing Your Performance

Assignment	Points Possible
Syllabus Quiz	5 points
In-Class Assignments (6 at 5 points each)	30 points
Guest Speaker Observation Reports (3 at 8 points each)	24 points
Group Charter/Contact Sheet	5 points
Group Project	50 points
Chapter Quizzes (12 at 3 points each)	36 points
Exams (3 at 100 points each)	300 points
Total Points Possible	450 points

Final Letter Grade = Total Points Earned

A = 405-450 points

B = 360-404.9 points

C = 315-359.9 points

D = 270-314.9 points

F = 0-269.9 points

NOTES:

- As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.
- Final grades will be calculated based on total points earned – no rounding and no extra credit.
- Make an effort from the first day of class and do your best on all assigned items. No deals will be given because it would be unethical of me to give you points that have not been earned.
- The Department of Management has high standards for its junior and senior level course that will be enforced by holding you accountable for mastering the material.

Requests for Alternative Testing Times/Assignment Deadlines

Requests for alternative testing times or assignments deadlines should be made **prior** to the deadline and/or only for excused absences/family emergencies per the attendance policy. Forward the request to me via email and include a detailed reason for the request.

Final exams can be rescheduled if you have two or more on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time.

Sundown Rule

NOTE: You have one (1) week (from the date the grade is released) to inquire about your grade on an any assessment or assignment. The exception to this is the last round of assignments, Exam 3, 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!

Event Timing

All times stated in the course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

Course Evaluation

This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation on Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved and what you liked about the course.

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 Canvas and via your UNT email once the evaluations open.

Course Policies and Assignment Information

Assignment Policy

Students are required to log into Canvas to check class announcements, check grades, and complete online assignments. Additional information will be provided in class.

NOTE: For specific due dates and exam times, please see the Course Schedule towards the end of this syllabus.

Please note that Canvas relies heavily on electronic technologies for online courses, and technology is not 100% reliable. It is each student’s responsibility to take exams in a location with a reliable computer and internet connection.

Syllabus Quiz (completed in Canvas)

IMPORTANT: Available in Canvas under the Introductory Assignments Canvas Module. Webcam and Browser Required for the Syllabus Quiz which allows you to test your system before taking an Exam. Chapter Quizzes don’t require Webcam or LockDown Browser.

Each student will complete an online syllabus quiz by the due date in the Course Schedule at the end of this document. The syllabus quiz will familiarize you with how to take an online assessment within Canvas and ensure that you understand the respective course and university policies. There are 5 multiple choice and true/false questions (worth 1 point each), and you have 10 minutes to complete the quiz. Scores show up instantaneously.

Workplace Health and Safety Exercises (completed in class)

Students will participate in workplace health and safety exercises. The exercises will encourage students to identify and control hazards as a safety partner. More information provided in class. 5 maximum possible points per exercise. Allow a few days for responses to be reviewed and points posted.

Group Charter/Contact Sheet (completed in Canvas)

IMPORTANT: Available in Part 1 Canvas Module.

Students will complete a group assignment. Use your group members as a support system throughout the semester to discuss the material and assignments. They can also be study partners. Students must form a group per the instructions in Canvas. One group charter/contact sheet per group to be submitted. 5 maximum possible points. Please allow a few days for points to be posted.

Guest Speaker Observation Reports (Guest Speakers in class, assignment in Canvas)

IMPORTANT: Available in corresponding Canvas Module.

We will have three industry presentations/guest speakers over course topics throughout the semester. Students must attend presentations. For each presentation, students will submit their observations (more information in Canvas). Also, be prepared to see exam questions over the presentations. Each short, written assignment will be worth 8 points each (rubric in Canvas). Please allow a few days for points to be posted.

Group Project (upload presentation in Canvas, presentations in class)

IMPORTANT: Available in its own Canvas Module.

To apply concepts learned throughout the course, a group assignment will require a safety training presentation on how to identify and control a workplace safety hazard impacting an organization. A detailed description of the project, deliverables, and due dates will be provided in Canvas as the project approaches. 50 maximum possible points. Please allow one week for the group assignment to be graded.

Chapter Quiz Policy (completed in Canvas)

IMPORTANT: Available in the corresponding Canvas Chapter Module.

You will have 12 Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. Each quiz has 3 multiple choice or true/false questions that you must answer in 6 minutes. Keep in mind that this is not representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 60 minutes. You only have 1 shot for each quiz.

Each quiz is worth 3 points total (1 point per question). Three points may not seem like a lot, but the points go a long way towards your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. Complete the quizzes as you work through each corresponding lesson. Scores show up instantaneously. You do not need the LockDown Browser or Webcam for Chapter Quizzes.

Examination Policy for EXAMS 1-3 (completed in Canvas)

IMPORTANT: All three exams are mandatory. LockDown Browser and Webcam Required. They are available at the end of each major module in Canvas – for example, Exam 1 is at the end of the Part 1 Module. Before you take the exam, be sure to read the Exam 1 Information Page towards the end of the Part 1 Module. There is an information page for each exam.

Exams will be offered online via Canvas. For exam dates, please visit the course schedule.

Exams will be administered over assigned material. The last exam is not cumulative, and it is the same format as Exams 1 and 2. You will have one shot at the exam on Canvas. Each exam will have 50 multiple choice and true/false questions, and once you access the exam, you will have 60 minutes to complete each exam. (50 questions at 2 points each = 100 possible points on each exam)

Each student will be required to access and take the exam using a Webcam and the LockDown Browser software which is available through the university. Download LockDown Browser:

<https://download.respondus.com/lockdown/download.php?id=165715487#1>

Exams require preparation, critical thinking, and careful reading! You must know the material to do well. Remember, that the exam locks in Canvas at the closing time.

Students must take the exam using a dependable internet connection. If you experience technical issues, contact the help desk immediately and then forward the ticket/documentation to Erin.Welch@unt.edu. Do not wait to report technical difficulties. Without a ticket number, I can't follow up on the technical issue. After receiving the ticket number, I will decide on how to resolve the technical issue based on the help desk report, University policy, and my experience.

You will not be able to view your exam score until I have completed a post-exam analysis. I will send an announcement via Canvas once scores have been released (usually within 48 hours after the exam closes). After I send the announcement that scores have been released, you will be able to view your scores in Canvas, but exams will not be released electronically. To review your exam results, you must make an appointment with me.

Study guides are not provided in my junior or senior level courses. To do well on the exams, you must read and analyze the assigned material. Pay special attention to lectures. The material covered in lecture will be tested, and during lecture, I give hints on what will show up on the test. Give yourself time to review the material. Start preparing in advance of the exam. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

IMPORTANT: 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, exam questions are randomized. You will not see the same questions in the same order as your classmates. You should not discuss exam questions with classmates.

Syllabus Change Policy

This syllabus is subject to change. Whenever a modification is made, I will post an announcement to Canvas informing you.

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.

Emergency Evacuation Procedures for Business Leadership Building

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

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, on-line chat tools, Group-Me/Messaging Chats, ChatGPT/artificial intelligence; (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; (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university; (4) dual submission of a paper, discussion post, or project, or resubmission of a paper or project to a different class without express permission from the instructor; or (5) any other act designed to give a student an unfair advantage on an academic assignment.

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.

Instructors have primary responsibility for academic assessment. In instances of academic dishonesty, instructors may impose an education assignment if it is determined that the student did not intend to harm another or gain advantage. A finding by an instructor that academic dishonesty occurred may be considered grounds for more serious academic penalties, up to and including failure in the course. Instructors will report all instances of academic dishonesty to the Academic Integrity Database.

This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. [Student Academic Integrity Policy](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

Please review the Academic Integrity pages in the Getting Started Module (in Canvas) including the Ryan College of Business (RCoB) Statement on Academic Honesty.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation (they are not retroactive). Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class (please send me an email to request a meeting or we may be able to handle via email). For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets, and written papers submitted during the duration of the course are kept for

at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in hybrid/distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in hybrid/distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Course Schedule MGMT 4180.001: Workplace Health and Safety Hybrid, Fall 2023

Week	Date	Topic	Reading/Assignment
Week 1	8/24/2023 Thursday	<ul style="list-style-type: none"> ▪ Welcome ▪ Course Introduction and Syllabus ▪ CH 1: Safety and Health Movement, Then and Now 	<ul style="list-style-type: none"> ▪ Attend Class ▪ Read the Syllabus and Rent/Purchase Textbook ▪ Review the Getting Started and Introduction Modules in Canvas ▪ Review the CH 1 Canvas Page ▪ Read Text: CH 1 (portions covered in lecture) ▪ The following assignments are DUE by 11:59 PM, Sunday, August 27th: <ul style="list-style-type: none"> ▪ Syllabus Quiz ▪ CH 1 Quiz
Week 2	8/31/2023 Thursday	<ul style="list-style-type: none"> ▪ CH 2: Accidents and Their Effects ▪ CH 4: Safety Roles (skip CH 3) ▪ Introduce Group Charter ▪ In-Class Assignment 1 	<ul style="list-style-type: none"> ▪ Attend Class ▪ Review the CH 2 Canvas Page ▪ Read Text: CH 2 ▪ Review the CH 4 Canvas Page ▪ Read Text: CH 4 ▪ Start making connections for Group ▪ The following assignments are DUE by 11:59 PM, Sunday, September 3rd: <ul style="list-style-type: none"> ▪ CH 2 Quiz ▪ CH 4 Quiz
Week 3	9/7/2023 Thursday	<ul style="list-style-type: none"> ▪ <i>NOTE: UNT Closed on Monday, September 4th in observance of Labor Day</i> ▪ Guest Speaker #1 	<ul style="list-style-type: none"> ▪ Attend Class ▪ Take notes of Guest Speaker's presentation for Guest Speaker Observation Report and Exam ▪ Continue making connections for Group ▪ The following assignment is DUE by 11:59 PM, Sunday, September 10th: <ul style="list-style-type: none"> ▪ Guest Speaker Observations #1
Week 4	9/14/2023 Thursday	<ul style="list-style-type: none"> ▪ CH 6: The Occupational Safety and Health Act – OSHA Standards (skip CH 5) ▪ In-Class Assignment 2 	<ul style="list-style-type: none"> ▪ Attend Class ▪ Review the CH 6 Canvas Page ▪ Read Text: CH 6 ▪ Continue making connections for Group ▪ The following assignment is DUE by 11:59 PM, Sunday, September 17th: <ul style="list-style-type: none"> ▪ CH 6 Quiz <p><i>Note: Prepare for Exam #1</i></p>

Week 5	9/21/2023 Thursday	<p>IMPORTANT: Exam #1 (Material from Chapters 1, 2, 4, and 6; and Guest Speaker 1)</p> <p>Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas. Lock Down Browser and Webcam required on Exams. Read Exam 1 Information Page on Canvas before taking Exam 1.</p> <ul style="list-style-type: none"> ▪ Group Enrollment/Charter 	<ul style="list-style-type: none"> ▪ Complete Exam 1 – available via Canvas from 12:00 AM until 11:59 PM, Thursday, September 21st <ul style="list-style-type: none"> ▪ Once you access Exam #1, you will have 60 mins to complete 50 multiple choice and true/false questions. The exam will lock at 11:59 PM. ▪ Find your Group and Prepare Group Charter ▪ The following assignment is DUE by 11:59pm, Sunday, September 24th: <ul style="list-style-type: none"> ▪ Group Charter
Week 6	9/28/2023 Thursday	<ul style="list-style-type: none"> ▪ CH 7: Workers' Compensation ▪ CH 8: Accident Investigation ▪ In-Class Assignment 3 	<ul style="list-style-type: none"> ▪ Attend Lecture ▪ Review the CH 7 Canvas Page ▪ Read Text: CH 7 ▪ Review the CH 8 Canvas Page ▪ Read Text: CH 8 ▪ The following assignments are DUE by 11:59 PM, Sunday, October 1st: <ul style="list-style-type: none"> ▪ CH 7 Quiz ▪ CH 8 Quiz
Week 7	10/5/2023 Thursday	<ul style="list-style-type: none"> ▪ Guest Speaker #2 	<ul style="list-style-type: none"> ▪ Attend Class ▪ Take notes of Guest Speaker's presentation for Guest Speaker Observation Report and Exam ▪ The following assignment is DUE by 11:59 PM, Sunday, October 8th: <ul style="list-style-type: none"> ▪ Guest Speaker Observations #2
Week 8	10/12/2023 Thursday	<ul style="list-style-type: none"> ▪ CH 9: General Liability and Product Liability ▪ CH 10: Ergonomic Hazards ▪ In-Class Assignment 4 	<ul style="list-style-type: none"> ▪ Attend Lecture ▪ Review the CH 9 Canvas Page ▪ Read Text: CH 9 ▪ Review the CH 10 Canvas Page ▪ Read Text: CH 10 ▪ The following assignments are DUE by 11:59 PM, Sunday, October 15th: <ul style="list-style-type: none"> ▪ CH 9 Quiz ▪ CH 10 Quiz <p>Note: Prepare for Exam #2</p>
Week 9	10/19/2023 Thursday	<p>IMPORTANT: Exam #2 (Material from Chapters 7-10 and Guest Speaker 2)</p> <p>Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas. Lock Down Browser and Webcam required on Exams. Read Exam 2 Information Page on Canvas before taking Exam 2.</p>	<ul style="list-style-type: none"> ▪ Complete Exam 2 – available via Canvas from 12:00 AM until 11:59 PM, Thursday, October 19th <ul style="list-style-type: none"> ▪ Once you access Exam #2, you will have 60 mins to complete 50 multiple choice and true/false questions. The exam will lock at 11:59 PM.

Week 10	10/26/2023 Thursday	<ul style="list-style-type: none"> ▪ Guest Speaker #3 ▪ Group Project Introduction ▪ Decide Order of Presentations 	<ul style="list-style-type: none"> ▪ Attend Class ▪ Take notes of Guest Speaker's presentation for Guest Speaker Observation Report and Exam ▪ Review Group Project Module ▪ The following assignment is DUE by 11:59 PM, Sunday, October 29th: <ul style="list-style-type: none"> ▪ Guest Speaker Observations #3
Week 11	11/2/2023 Thursday	<ul style="list-style-type: none"> ▪ CH 11: Stress and Safety ▪ CH 13: Workplace Violence ▪ In-Class Assignment 5 	<ul style="list-style-type: none"> ▪ Attend Lecture ▪ Review the CH 11 Canvas Page ▪ Read Text: CH 11 ▪ Review the CH 13 Canvas Page ▪ Read Text: CH 13 ▪ The following assignments are DUE by 11:59 PM, Sunday, November 5th: <ul style="list-style-type: none"> ▪ CH 11 Quiz ▪ CH 13 Quiz
Week 12	11/9/2023 Thursday	<ul style="list-style-type: none"> ▪ Group Safety Training Presentation Prep ▪ <i>NOTE: If you need to DROP this course, you MUST do so by November 10th. Please visit the UNT Registrar website for instructions on how to drop. If you have questions on your grade, email me.</i> 	<ul style="list-style-type: none"> ▪ Work with your group on brainstorming and researching the Group Project. No assignments to be turned in this weekend.
Week 13	11/16/2023 Thursday	<ul style="list-style-type: none"> ▪ Group Safety Training Presentations 	<ul style="list-style-type: none"> ▪ Presentations (one per group) must be uploaded to Canvas by 11:59 PM, Wednesday, November 15th ▪ Be ready to present in class on Thursday, November 16th ▪ Peer Evaluations should be emailed to Erin.Welch@unt.edu by 3:00 PM, Thursday, November 16th
Week 14	11/23/2023 Thursday	<ul style="list-style-type: none"> ▪ <i>NOTE: Thanksgiving Break – No Classes November 20-26th.</i> 	<ul style="list-style-type: none"> ▪ No Assignments ▪ Happy Thanksgiving!
Week 15	11/30/2023 Thursday	<ul style="list-style-type: none"> ▪ CH 15: Falls, Impact and Acceleration Hazards, and PPE ▪ CH 27: Hazard Analysis and Safety Management ▪ In-Class Assignment 6 	<ul style="list-style-type: none"> ▪ Attend Lecture ▪ Review the CH 15 Canvas Page ▪ Read Text: CH 15 ▪ Review the CH 27 Canvas Page ▪ Read Text: CH 27 ▪ The following assignment is DUE by 11:59 PM, Sunday, December 3rd: <ul style="list-style-type: none"> ▪ CH 15 Quiz ▪ CH 27 Quiz ▪ <i>Note: Prepare for Exam #3</i>

Week 16	12/7/2023 Thursday	<p>IMPORTANT: Exam #3 (Material from Chapters 11, 13, 15, and 27; and Guest Speaker 3)</p> <p>Note: For exams, focus on the lecture material and review supporting articles/videos in Canvas. Lock Down Browser and Webcam required on Exams. Read Exam 3 Information Page in Canvas before taking Exam 3.</p>	<ul style="list-style-type: none"> ▪ Complete Exam 3 – available via Canvas from 12:00 AM until 11:59 PM, Thursday, December 7th <ul style="list-style-type: none"> ▪ Once you access Exam #3, you will have 60 mins to complete 50 multiple choice and true/false questions. The exam will lock at 11:59 PM.
Week 17	12/14/2023	Finals Week	Please see Canvas Announcements for schedule. Good luck on your final exams!

Fall 2023 Important Dates Per the UNT Registrar

- **August 21, Monday:** Classes Begin.
- **August 31, Thursday:** First UNT SHRM Meeting, 5-6 PM. Location to be announced.
- **September 4, Monday:** Labor Day – No Classes.
- **September 26, Tuesday:** HR Networking Event, Gateway Ballroom 35, 4-6 PM. Bring your resume and network with employers hiring for HR Internships and Jobs!
- **November 10, Friday:** Last day to drop a class with a W.
- **November 20-26, Monday-Sunday:** Thanksgiving Break – No Classes.
- **December 8, Friday:** Reading Day, No Classes.
- **December 9-15, Saturday through Friday:** Finals week. [Final Exam Schedule](https://registrar.unt.edu/exams/final-exam-schedule) (<https://registrar.unt.edu/exams/final-exam-schedule>)
- **For those graduating, remember to apply for graduation –** [Apply for Graduation](https://registrar.unt.edu/apply-graduate) (<https://registrar.unt.edu/apply-graduate>)