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Syllabus - Fall 2017

Excluding textbooks, the information on this syllabus is subject to change. For the most up-to-date syllabus, check this site on the first day of classes.

Program Information

This is a three-credit undergraduate level course and is one in a series of undergraduate courses in the Allied Health Sciences Occupational and Environmental Health and Safety (OEHS) Concentration. It is also a required course for students in the Allied Health Sciences Occupational Safety and Health (OSH) Post-baccalaureate Certificate Program.

This course was developed by Paul Bureau.

Course Information

Course Title: Health and Safety Management in the Workplace (AH 3570)

Credits: 3

Format: Online via HuskyCT

Instructor: Prof. Rodney Allen

E-mail: R.Allen@uconn.edu (After the first day of classes, students registered in the course should send messages to the instructor via HuskyCT Messages).

Availability: Unless otherwise noted, I will check into the course multiple times during the week to monitor discussions and respond to HuskyCT Messages. If I expect to be away due to illness, travel or family obligations, I will make every attempt to notify you in advance.

Permission Requests:

Students requesting permission for registering should contact paul.bureau@uconn.edu. Include your PeopleSoft ID number and reason for taking the course.

Course Description

Knowledge and skills necessary to develop a sustainable occupational health and safety management program in the workplace toward the goal of preventing illness and injury, and property damage.

There is NO required course textbook purchase for this course. All required course readings are available via the Internet, linked within HuskyCT, or through Library Resources.

Course Requirements and Grading

Learning Activities

The learning activities in this course include:

- Reading assignments
- Topic-specific individual assignments
- Ungraded interactive discussions
- Videos
- Module assessments (quizzes)

Summary of Course Grading

Course Components	Points	% Final Grade
Module Graded Assignments	600	60
Module Self Assessments	90	8
Course Project	250	25
Final Examination	60	6
Totals	1000	100

Module Exercises

Most modules contain an ungraded interactive discussion, and/or an assignment exercise. One hundred (100) points are available for each module having a graded assignment exercise. Assignment exercises allow you to demonstrate the depth of your understanding of module materials (such as readings, web sites, videos, etc.).

1) Module Ungraded Interactive Discussions

Module interactive discussions are ungraded. They are designed to stimulate initial thoughts and impressions on a particular topic, and to share them with fellow students.

2) Module Assignments

Module assignments are individual exercises. They are to be *submitted as attachments in one of the following formats: **Microsoft Word, Rich Text or PDF***. Each assignment has a discrete point value (100 points) that contributes to the overall final course grade. Point values for each graded assignment are identified in the modules. Some modules have ungraded assignments that are not required to be submitted and do not count toward the final grade.

Deadlines for submitting graded assignments are listed on the *Course Schedule* in HuskyCT. The late policy applies to assignment deadlines.

Module Self-Assessments

Module self-assessments are individual exercises. Each module contains a self-assessment and each self-assessment consists of ten (10) questions. Each module self-assessment can contribute ten (10) points towards the final course grade. You are allowed two (2) attempts at each self-assessment. If you are not satisfied with your score on the first attempt, you may take it one additional time. **The score of your last attempt is your final score.**

Deadlines for completing self-assessments are listed on the *Course Schedule* in HuskyCT. The late policy applies to self-assessment deadlines.

Course Project

The Course Project is a cumulative take-home assignment. Module learning activities will help prepare you for successful completion of the course project. The course project consists of numerous questions that require written narrative responses.

The deadline for completing the Course Project is listed on the *Course Schedule* in HuskyCT. The late policy applies to the Course Project.

Final Examination

The final examination is cumulative. It consists of sixty (60) questions in the form of multiple choice, true-false, and matching. The final examination is time-limited.

The deadline for completing the Final Examination is listed on the *Course Schedule* in HuskyCT.

The final course grading scale is as follows:

Grade	Letter Grade	GPA
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
<60	F	0.0

Due Dates

The *Course Schedule* in HuskyCT lists important due dates and it details the course schedule. All course deadlines are based on Eastern Time; if you are in a different time zone, adjust your submittal times accordingly. You are expected to meet course due dates. I encourage you to print a hard copy of the course

schedule to help ensure due dates are met. Due dates may be changed during the course and I will notify you of any such changes via HuskyCT.

I will accept late submissions without penalty if requests for extensions are received in advance of calendar due dates, and stated reasons for the requests are deemed acceptable. Partial credit may be given for late submissions not previously approved. Late submissions will be graded as followed:

Within 24 hours	10% penalty
1-2 days	25% penalty
3-5 days	50% penalty
> 5 days	zero credit

Feedback and Grades

I will make every effort to provide feedback and grades in a timely manner, typically within a calendar week of the assignment due dates. To keep track of your performance in the course, refer to *My Grades* in HuskyCT.

Course Objectives

Upon successful completion of this course, the student will be able to:

1. Describe employee and employer benefits of an effective occupational safety and health management (OSH) system;
2. Describe the roles played by various organizations in advancing OSH;
3. Describe the essential elements of an OSH management system (applicable to any workplace) and the interrelationship between them;
4. Explain the impact that safety culture has on OSH performance and how it can be shaped to improve performance;
5. Apply tools and methodologies to identify, assess, prioritize and control OSH hazards in the workplace;
6. Measure OSH performance and set goals to progress performance; and
7. Describe key attributes of an OSH professional that advance OSH performance and professional development.

Course Outline

Module 1 - Introduction to Occupational Safety and Health

Module 2 - OSH Roles and Responsibilities

Module 3 - Occupational Safety and Health Management Systems

Module 4 - Hazard Identification, Assessment, and Prioritization

Module 5 - Hazard Prevention and Control

Module 6 - Education and Training

Module 7 - Accident and Incident Investigation

Module 8 - Metrics, Goal Setting and System Evaluation

Module 9 - Professional Ethics and Certifications

Student Responsibilities and Resources

As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. This section provides a brief overview to important standards, policies and resources.

Student Code

You are responsible for acting in accordance with the University of Connecticut's Student Code, available at http://www.community.uconn.edu/student_code.html. Review and become familiar with these expectations. In particular, make sure you have read the section that applies to you on Academic Integrity:

- Academic Integrity in Undergraduate Education and Research
- Academic Integrity in Graduate Education and Research

Cheating and plagiarism are taken very seriously at the University of Connecticut. As a student, it is your responsibility to avoid plagiarism. If you need more information about the subject of plagiarism, use the following resources:

- Plagiarism: How to Recognize it and How to Avoid It
- Instructional Module about Plagiarism
- University of Connecticut Libraries' Student Instruction (includes research, citing and writing resources)

Netiquette and Communication

At all times, course communication with fellow students and the instructor are to be professional and courteous. It is expected that you proof read all your written communication, including discussion posts, assignment submissions, and mail messages. If you are new to online learning or need a netiquette refresher, please look at this guide titled, The Core Rules of Netiquette.

Adding or Dropping a Course

If you should decide to add or drop a course, there are official procedures to follow:

- Matriculated students should add or drop a course through Peoplesoft.
- Non-degree students should refer to Non-Degree Add/Drop Information located on the registrar's website.

You must officially drop a course to avoid receiving an "F" on your permanent transcript. Simply discontinuing class or informing the instructor you want to drop does not constitute an official drop of the course. For more information, refer to the:

- Undergraduate Catalog
- Graduate Catalog

Academic Calendar

There are important dates and deadlines for each semester and session classes are offered:

- Fall and Spring Semester
- Summer Session
- Winter Session

Academic Support Resources

Technology and Academic Help provides a guide to technical and academic assistance.

Students with Disabilities

Students needing special accommodations should work with the University's Center for Students with Disabilities (CSD). You may contact CSD by calling (860) 486-2020 or by emailing csd@uconn.edu. If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special arrangements can be made. (Note: Student requests for accommodation must be filed each semester.)

Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government." (Retrieved March 24, 2013 from Blackboard's website)

Policy against Discrimination, Harassment and Inappropriate Romantic Relationships

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate Romantic relationships can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate Romantic relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. Refer to the Policy against Discrimination, Harassment and Inappropriate Romantic Relationships for more information.

Sexual Assault Reporting Policy

To protect the campus community, all non-confidential University employees (including faculty) are required to report assaults they witness or are told about to the Office of Diversity & Equity under the Sexual Assault Response Policy. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help. Refer to the Sexual Assault Reporting Policy for more information.

Software and Platform Requirements

- Word processing software
- Adobe Acrobat Reader
- Internet access
- PowerPoint or PowerPoint Viewer

- Video player such as Microsoft Media Player, RealMedia Player, etc.

This course is completely facilitated online using the learning management platform, HuskyCT. If you have difficulty accessing HuskyCT, students have access to the in person/live person support options available during regular business hours through HuskyTech. Students also have 24x7 Course Support including access to live chat, phone, and support documents.

Minimum Technical Skills

To be successful in this course, you will need the following technical skills:

- Use electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.

University students are expected to demonstrate competency in Computer Technology. Explore the Computer Technology Competencies page for more information.

Evaluation of the Course

Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the Office of Institutional Research and Effectiveness (OIRE).

Additional informal formative surveys may also be administered within the course as an optional evaluation tool.