

Course Syllabus
SAFM 550: Loss Control and Recovery
Spring 2020 (Online)
January 13, 2020 - March 6, 2020

Instructor: Jenny Fuller, MS, CSP
345-F MRB
Jenny.Fuller@mail.wvu.edu
304.293.9438 (office)

Office Hours: I am available virtually and by phone as needed. Although this class is online, I am also available in my office in Morgantown Tuesdays and Thursdays 10:00 am-12:00 pm or by appointment.

I try to respond to all emails within 24 working hours (M-F, 8 am- 4 pm)

Prerequisites: There are no prerequisites for this course

Course Introduction

Credit Hours: 3.0

Method of Instruction: Online

Course Description:

A 3-hour required course with a detailed analysis of Loss Control Management Opportunities to Protect the Major Organizational Elements from damage and loss, with special attention to organizational structure, worker development, investigation of incidents, training needs, and management techniques to identify loss exposures.

Course Format:

This course is designed for web-based delivery consisting of learning modules, reading assignments, research and individual management reports. Testing will be automated using a web-based course interface. Individual projects and scenarios must be submitted electronically in a professional management format. Students should expect to spend extended time completing the required readings, recommended individual research topics, and other module extensions. As with all other Safety Management required courses, this delivery places the student into a management learning role. Students must think and act as new managers, and have a fundamental understanding of basic management techniques, theories, and philosophies.

Instructional Materials

1. **Practical Loss Control Leadership**, Bird & Germain, Revised 2003. Published by Det Norske Veritas (USA), Duluth, GA 30096
2. **Risk-Reduction Methods for Occupational Safety and Health**, Roger Jensen, 2012, published by Wiley, Hoboken, NJ 07030

eCampus:

In this course, eCampus (ecampus.wvu.edu) will be used to communicate assignments, grading rubrics, lecture materials, and grades. All assignments will be submitted through eCampus.

Email/Communications:

Please note that email communications will occur through WVU MIX emails. It is the student's responsibility to regularly check MIX email.

Check the Announcement Tab on eCampus for important course communications.

Course Learning Objectives

To assure upon completion of the Course, the student will be able to analyze a comprehensive Loss Control Management Program to include:

1. To evaluate effectiveness of Loss Control Management Programs.
2. To describe and manage components of a Loss Control Management Program.
3. To describe legal bases for establishing Accident Investigations of all OSHA required work related injuries.
4. Identify and apply worker Job Safety Analysis uses
5. To describe and manage "Off the Job" Safety opportunities.

Assessments to Course Objectives:

1. Analyze WVU Worker Injury data and report in a professional format. Individual project based on knowledge of the legal bases, techniques, and codes promulgated by OSHA 29 CFR 1904.
2. Creation of a complete Job Safety Analysis for a selected high-risk task.
3. Two Loss Control themed Journal article summaries
4. Midterm Examination
5. Final examination.

Course Activities

Week	Start Date:	Topic	Items Due:
1	1/13/2020	Modules 1, 2, & 3	Welcome Discussion Board (Sunday 1/19/2020)
2	1/20/2020	Modules 4, 5, & 6	Journal Summary # 1 (Sunday 1/26/2020)
3	1/27/2020	Modules 7 & 8	Discussion Board # 2 (Sunday 2/2/2020)
4	2/3/2020	Modules 9 Midterm	Midterm Journal Summary # 2 (Sunday 2/9/2020)
5	2/10/2020	Modules 10 & 11	Discussion Board # 3 (Sunday 2/16/2020)
6	2/17/2020	Modules 12 & 13	Discussion Board # 4 (Sunday 2/23/2020)
7	2/24/2020	Modules 14 & 15	Discussion Board #5 (Sunday 3/1/2020)
8	3/2/2019	Final Exam Data Analysis Projects Due	Everything due FRIDAY 3/6/2020

*****NOTE: This schedule is tentative and is subject to change*****

Reading Activities:

All reading assignments are critical to the student passing this course. The learning modules will provide a broad overview of the present subject matter, with key elements identified. Graphic illustrations and video support will also help the student obtain a starting point for further learning.

Assessment

Item	Quantity	Points
Discussion Boards	5	25
Journal Summaries	2	50
Midterm	1	100
Final	1	125
Final Project	1	100
TOTAL Points		400

Grades based on the following scale:

90%-100%	A
80%-89.9%	B
70%-79.9%	C
60%-69.9%	D

Please understand that minimal effort will result in a minimal grade. This is graduate school and students should present graduate school quality materials.

Discussion Boards:

Students are required to participate in discussion boards, including posting one (1) primary post of your own and a minimum of one (1) response to others' postings. The first/primary response to each question is due by Wednesday of each week and the (1) additional response due by Sunday 11:59 pm Sunday of that same week. The responses should reflect the student's view and not mirror others. Students are encouraged to think creatively and offer various perspectives for discussions.

There will be a welcome week introduction board and 4 additional discussion boards.

Discussion board questions are released on Monday and due the following Sunday by 11:59 pm.

Journal Summaries:

Create a review of an article of your choice pertaining to loss control and illustrate potential loss control issues. Minimum length is one FULL page.

Midterm:

The midterm will cover Modules 1-8. It will be true/false and multiple choice.

Final:

The final will mainly cover Modules 9-15, but will have questions that build upon information from earlier in the course. The exam will be multiple choice, true/false, and essay.

Final Project:

Students will analyze WVU worker injury data (provided) for trends and department problem areas, problem work tasks, body parts, and weaknesses with the data collection system. Using the provided data, you will prepare and present a report to upper management that identifies the pertinent areas of worker injury loss. This report should include various charts, graphs and tables delineating the important trends and loss abatement opportunities.

Do NOT contact any WVU department/employee for clarification or additional info. Contact me with questions. Violating this will result in zero credit for this project.

Please understand: Minimal effort will result in a minimal grade.

Expected Timelines:

Students: All assignments and due dates are listed in the syllabus.

When I list a due date, the item is due by 11:59 pm eastern standard time.

Instructor: Students will receive feedback on assignments generally within ten (10) consecutive University instructional days of the instructor's receipt of the work.

Course and Institutional Policies

Course Requirements

Because this is an online course, it is essential that students have regular access to a computer with internet connection, preferably high-speed internet. You may use computer labs on campus or public access in various libraries in the area.

Detailed technical requirements for this course can be accessed from **this page** in the *Start Here > Getting Started* section. Should you have IT problems or other questions, kindly contact WVU eCampus Support and log a ticket or contact the ITS Service Desk for help.

WVU eCampus Support	
Website	http://ecampusinfo.wvu.edu/support 
Local phone	304-293-4444
Toll free	1-877-327-9260
E-mail	itshelp@mail.wvu.edu

Late Assignment and Missed Exam Policy:

Late assignments will not be accepted. There will be no make-ups on exams or quizzes.

If an emergency occurs, it will be addressed on a case-by-case scenario.

Institutional Policies:

Academic Integrity Statement: The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, instructors will enforce rigorous standards of academic integrity in all aspects and assignments of their courses. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the West Virginia University [Academic Standards Policy](http://catalog.wvu.edu/undergraduate/coursecredittermsclassification) (<http://catalog.wvu.edu/undergraduate/coursecredittermsclassification>). Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see your instructor before the assignment is due to discuss the matter.

Inclusivity Statement: The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in your classes, please advise your instructors and make appropriate arrangements with [the Office of Accessibility Services](https://accessibilityservices.wvu.edu/). (<https://accessibilityservices.wvu.edu/>)

More information is available at the [Division of Diversity, Equity, and Inclusion](https://diversity.wvu.edu/) (<https://diversity.wvu.edu/>) as well. [adopted 2-11-2013]

For more information on WVU Academic Policies, please see <https://tlcommons.wvu.edu/syllabus-policies-and-statements#13> for a list.