Course Syllabus
PUA 403 - Risk Management in the Public and Nonprofit Sectors - Spring 2012

Instructor: Carol Servino

Contact Info: E-mail through WebCampus PUA 403. If that is not possible, use servinoc@unlv.nevada.edu. I will respond within 24 to 48 hours.

Office Hours: 2-4 p.m. Tuesdays & 9 - noon Wednesdays, or by appt. in Room 3165 of the Greenspun Building. Please email through mail module in WebCampus, or call my office at 702-895-0018 for appointment. If you get my recording, please leave a message.

Course Description
The purpose of this 3-credit course is to look at risk from a variety of perspectives. Students learn to analyze and manage risk, as well as how to integrate risk assessment methods into public and nonprofit management. The course also introduces theory and explores policy and management implications of failing to manage risk.

Required Text

Note: The required text is available only as an e-book for purchase online from the Nonprofit Risk Management Center (www.nonprofitrisk.org/). Go to the website and click on the tab for e-store, and then go to the catalog. The choices are alphabetically listed. You can download the book as a PDF file after paying ($20) online. You may wish to print the file if you would like a hard-copy of the e-book, which is 119 pages in length; you may also choose to use your downloaded copy without printing it.

Additional recommended readings may be made available by the instructor through UNLV’s Lied Library or posted online through WebCampus. A variety of teaching techniques including online discussions and individual Web-based research will be used in this course. Other techniques may include group work and presentations, Web-based research, and other individual assignments.

* Students are required to turn in assignments and email the instructor through WebCampus only, unless WebCampus is not working. If that is the case, you may use the instructor’s alternate e-mail (servinoc@unlv.nevada.edu) rather than turn in a late assignment. Thank you for your attention and understanding; this method allows the instructor to stay organized, and it benefits students if the instructor is organized!
Course Goals – Learning Objectives (and how they will be evaluated)

At the end of this course, students should be able to:

- Provide a definition of risk from different perspectives. (Discussion, assignment).
- Explain the rationale for risk management. (Discussion, assignment).
- List the steps in the risk management process. (Discussion posting, PowerPoint).
- Identify the key concepts used in conducting a risk assessment. (Article Review, discussions).
- Understand current ideas concerning risk assessment, analysis and management (Academic journal article review).
- Identify the most common techniques used in risk control (Assignment).
- Explain the role of insurance in risk management. (Discussion, assignment).
- Explain the major causes of accidents. (Discussion postings).
- List the common and distinct elements of state and local government mission statements. (Assignment/Discussion postings).
- Identify the unique issues of risk management for nonprofit agencies. (Discussion posts and replies).
- Identify the major components of risk communications. (Discussion and Written assignment).
- Find a well-publicized event that involved risk management professionals and assess the communication process and components and mechanisms involved. (Discussions, Written assignment).
- Create and describe a personal plan to demonstrate emergency preparedness (Assignment, Discussion).

Points for Assignments and Grading

Participation in weekly online discussions: (5-10 pts. ea. wk.) 15% or 150 points
1 Journal Article Review: 5% or 50 points
4 Written (2-3 pg) Assignments & 1 PowerPoint Assignment: 50% or 500 points
Mid-Term Quiz: 10% or 100 points
Final Paper (5-7 pages): 20% or 200 points
Total Points: 100% or 1,000 points

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<tr>
<th>Points Range</th>
<th>Grade</th>
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<tr>
<td>940 – 1000 pts.</td>
<td>A</td>
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<tr>
<td>895 – 939 pts.</td>
<td>A-</td>
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<tr>
<td>870 – 894 pts.</td>
<td>B+</td>
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<td>830 – 869 pts.</td>
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<td>795 – 829 pts.</td>
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<td>770 – 794 pts.</td>
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<td>720 – 769 pts.</td>
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<td>690 – 719 pts.</td>
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<td>660 – 689 pts.</td>
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<td>610 – 659 pts.</td>
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<td>590 – 609 pts.</td>
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<td>below 589 pts.</td>
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Grading Criteria:

- Content & Quality
- Organization
- Grammar & Spelling
- Following Instructions
- Meeting Deadlines

Students will receive points for their work based on the **Grading Scale** shown on this page.
Course Assignments and Timeline
Writing assignments will cover relevant topics, and will be explained at least a week in advance of their due dates. After the first assignment, instructions for subsequent assignments will be available a week before they are due. You will have one week to complete each assignment and they must be turned in by 5 p.m. on Sundays. The final week is the exception. Participation in weekly discussions also is required. This course was designed in a way that you cannot use the syllabus to work ahead. Why? This is not a correspondence course; frequent interaction is required and it allows us all to integrate new information in the individual process of learning.

Discussion Postings – I will post a question or topic for discussion each week. You are to reply to my question or topic with a minimum of one response that demonstrates you have thought about the issue and how it relates to the assigned reading (5 pts) and an intelligent response to a classmate’s posting (5 pts). Feel free to post more than twice if you’d like, but remember to be respectful and careful in making your thoughts clear. Please read the participation rules at the top of this page. You may reference newspapers, magazines or academic articles as a starting point on topics related to this course.

Article Review – One aspect of learning is to understand the current ideas concerning a topic or issue. There are a number of journals that are relevant to risk and risk management. However, for purposes of this course, you must confine your readings to two journals: Risk Analysis and/or Journal of Risk Research. You will write one article review. The review is a summary and evaluation and will be no longer than two pages. Detailed instructions will be provided in the Assignment module of Web Campus. You must have online access to Lied Library to access these journals. Let me know (in advance!) if you need help in getting that done.

Participation
Discussion points are based on “conversations” that occur when you read what others write and respond to them. This takes time and it requires that you log in at least three times a week. You are expected and required not only to focus on your own work but also to read what others write so you can learn from what others think.

I do not tolerate bad manners in classroom discussions face-to-face or on-line. The best approach would be to post intelligent comments that indicate you’ve done the required reading every week. It is risky to wait until the last day and the final hours or minutes to post to the discussions. Optimize opportunities by using correct spelling, grammar, and common sense when you write. Use clear, concise, and complete sentences with subjects, verbs and objects. If you have difficulty with this, try composing your thoughts in Word, getting help, and revising a bit before you post your comments to WebCampus. This allows you to check spelling and grammar (or have someone you trust edit and help you) before posting. Re-read what you’ve written to be sure it says what you want to say. It also gives you a chance to see if others will understand what you have written. I suggest keeping a copy of your work in case you encounter technical
problems. Please be sure your technology is compatible with Web Campus’ and use .doc or .docx formatting for weekly assignments. Caution: “smart” technology can make us look not-so-smart, which is why proof-reading is necessary. Points lost for careless mistakes add up; it is smart to pay attention to details about what you are submitting.

**Late Work** – Assignments are to be done on time; therefore, **I DO NOT ACCEPT** late work. Exceptions may be made for documented illnesses or other serious situations. **Please don’t hesitate to communicate with me.** If you miss an assignment without obtaining prior permission or without providing evidence of a medical, work, or family emergency, points for the assignment will be lost. If you are having difficulty or problems, please communicate with me in advance of the missed deadlines.

**Course Schedule, Topics, and Due Dates**

**Prior to course starting OR before first assignment is due (Jan. 22):**

- **Get familiar with WebCampus** and how it works; take online tutorial, if needed. Do a browser check to be sure settings are working.
- **Read** the entire syllabus carefully. Also read the Welcome Letter and complete and return the Student Agreement Form to the instructor. Please put your name in the file name and attach it to an email sent to me in WebCampus’ email.
- **Activate your library account** to be sure you have remote access to library resources. [http://www.library.unlv.edu/services/distanceeligibility.html](http://www.library.unlv.edu/services/distanceeligibility.html). You will need this to do one or more of the assignments.
- **Prepare** to introduce yourself to your instructor and classmates through the Discussion module where we will have weekly class discussions. Think about what you want to say to present yourself in the Introduction thread of the discussion during Week 1. I am looking for complete sentences, proper spelling, and correct grammar as you tell us your name, major course of study or degree program you are in, why you are taking this course, and what you hope to learn in the course.

**Week 1** January 17 – 22, 2012

**Context and Meaning of Risk and Risk Management** (Due by 5 p.m. Sunday)  
(Historical Perspective)

**Assignment:** Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

**Week 2** January 23 – 29, 2012

**Defining Risk & Other Relevant Concepts** (Due by 5 p.m. Sunday)

**Assignment:** Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

**Week 3** January 30 – Feb. 5, 2012

**Risk Management – Purpose and Definition**  (Due by 5 p.m. Sunday)
Why Manage Risk?
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 4 Feb. 6 – 12, 2012
Article Review (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 5 Feb. 13 – 19, 2012
Process of Strategic Risk Management (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 6 Feb. 20 – 26, 2012
Risk Control: Elements, Techniques (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 7 Feb. 27 – March 4, 2012
Mid-Term Quiz (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 8 March 5 – 11, 2012
Risk Communication/Purpose and Role & Process (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 9 March 12 – 18, 2012
Risk Communication/Content and Problems (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 10 March 19 – March 25, 2012
Risk Management in State & Local Governments (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 11 March 26 – April 1, 2012
Risk Management in Non-profit Agencies (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 12 Spring Break April 2 - 8, 2011 Assignment: Have fun and be safe!
Week 13 April 9 – 15, 2012

Risk Management in Non-profit Agencies, cont’d. (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 14 April 16 – 22, 2012

Risk Management for FEMA (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 15 April 23 – April 29, 2012

Review (Due by 5 p.m. Sunday)
Assignment: Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Week 16 April 30 – May 6, 2012 (Due by 5 p.m. Sunday)

Study Week
Find details about readings and assignments in this week’s Learning Module’s Table of Contents.

Finals Week May 7 – 12, 2012 (Due on or before May 9)
Assignment: Final Paper

Note: Susie Skarl at UNLV’s Lied Library is the Department of Public Administration’s liaison librarian. She is available to help with subject matter questions. Her contact information is found on her webpage: http://guides.library.unlv.edu/content.php?pid=10312
She set up a link to a tutorial on avoiding plagiarism. It can be found at http://guides.library.unlv.edu/content.php?pid=10312&sid=1057516

Assessment Tools for Other Assignments
Grading rubrics for class presentations will be provided in advance of the assignments if any presentations are included as assignment options.

Important Policies and Notes
The following language has been taken from UNLV’s Office of the Vice Provost for Academic Affairs:
Academic Misconduct – “Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.”
An example of academic misconduct is plagiarism: “Using the words or ideas of another, from the Internet or any source, without proper citation of the sources.” See the “Student Academic Misconduct Policy” (approved December 9, 2005) located at: http://studentconduct.unlv.edu/misconduct/policy.html.

Copyright laws and Fair Use policies protect the rights of those who have produced the material. Whether it is a book, a monograph, a photograph, a sound recording or an Internet web page, the owner/creator of that work has the right to be protected under the laws of copyright and fair use. Likewise, your work is protected under the law. Just as you cannot use copyrighted material without permission, somebody else cannot use your copyrighted material without your permission.

The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. YOU ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER PROTECT NOR DEFEND YOU NOR ASSUME ANY RESPONSIBILITY FOR EMPLOYEE OR STUDENT VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under University policies.

To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its copyright web page at:
http://www.unlv.edu/committees/copyright

**Disability Resource Center (DRC)** – The Disability Resource Center (DRC) determines accommodations that are “reasonable” in promoting the equal access of a student reporting a disability to the general UNLV learning experience. In so doing, the DRC also balances instructor and departmental interests in maintaining curricular standards so as to best achieve a fair evaluation standard amongst students being assisted. In order for the DRC to be effective it must be considered in the dialog between the faculty and the student who is requesting accommodations. For this reason faculty should only provide students course adjustment after having received this “Academic Accommodation Plan.” If faculty members have any questions regarding the DRC, they should call a DRC counselor.

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information, please visit: http://drc.unlv.edu/.

**Tutoring** – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #22 on the current UNLV map. Students may learn more about tutoring services by calling (702) 895-3177 or visiting the tutoring web site at:
http://academicsuccess.unlv.edu/tutoring/.

**Rebelmail** – By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s Official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.

**UNLV Writing Center** – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: http://writingcenter.unlv.edu/
Religious Holidays Policy -- Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day of late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university which could have been avoided. For additional information, please visit: http://catalog.unlv.edu/content.php?catoid=4&navoid=164.