

# St. Petersburg College

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# SPC

## COURSE SYLLABUS

**Managerial Risk Analysis and Decision Making**

MAN 3503

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### WELCOME

This course helps students understand the fundamental concepts of managing risk using case studies across organizations. The textbook is supplemented each week with case studies on Enterprise Risk Management (ERM) in order to educate executives, risk managers, risk practitioners, academics and students alike about this evolving methodology. The assignments and assessments help students relate to the practical application of the key concepts in each lesson. Furthermore, students will need to evaluate key decisions and analysis and apply this knowledge to each case study using critical thinking skills. Students need to learn the case studies in order to build the knowledge needed to apply these skills to future situations. The textbook is organized into various sections such as ERM Implementation at Leading Organizations, Linking ERM to Strategy and Strategic Risk Management, as well as Specialized Aspects of Risk Management. As you grow your career with your bachelor degree, your ability to manage people and processes will be vital to your success.

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### INSTRUCTOR

**Name:** Dr. Jane Sadd Smalec

**Email:** [Smalec.jane@spcollege.edu](mailto:Smalec.jane@spcollege.edu)

**Phone:** By email

**Office and Online Chat Hours:** On demand- email me, and we can set up a time to talk by telephone

**Instructor Web Page:** <https://web.spcollege.edu/instructors/id/smalec.Jane>

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## ACADEMIC DEPARTMENT

### DEAN

**Name:** Dean Nenstiel

**Office Location:** EPI-center

**Office Phone Number:** 727 791 2433

**Email:** Greg Nenstiel <Nenstiel.Greg@spcollege.edu>

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## COURSE INFORMATION

**Course Description:** This course provides students with examples of how ERM was developed and applied in major organizations around the world. The objective is for students to assess what they believe was successful or non-successful in these organizations about these ERM programs. Students will learn the link between ERM and strategy in what is being called Strategic Risk Strategy (SRS). Students will learn about the many broad applications, including insights into managing specific types of risk.

### Course Goals:

1. The student will examine different approaches used by businesses to manage risk and make better decisions.
2. The student will use course knowledge to evaluate risk in various industries including government, insurance, manufacturing, Information Technology among many others.
3. The student will evaluate risk analysis and assessment tools and compare different approaches used in business.
4. The student will examine risk factors associated with global organizations.

### Course Objectives:

- a. Explore methods used to procure resources to manage risk
- b. Examine operating decisions and strategies to reduce risks.

- c. Apply preventative techniques to reduce losses and develop contingency plans
- d. Identify, manage, and report risk throughout a company
- e. Detect, and counteract risk management decisions that are suboptimal for the company as a whole
- f. Analytically aggregate risks to support decision making concerning the company total risk profile
- g. Identify measures and scenarios as appropriate to the company
- h. Compare different techniques utilizing probability, expected values, decision trees, networks, matrices, factor analysis and other approaches as needed.
- i. Apply requirements based on results implemented
- j. Define legal, political, environmental, innovation, technology, regulatory, life cycle, financial, capital, marketing and sales, competitive, governance, and other business risk factors.
- k. Assess variations and tradeoff between different countries, and operating environments.

### **Instructor Expectations:**

Students should anticipate a response to email within 24 hours. If MyCourses is down or you are unable to upload your assignments, or if you have questions not related to this class, please send correspondence to main SPC email account above. Course grading is normally complete within 1 week from submission due date.

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## **REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Implementing Enterprise Risk Management, John Wiley & Son, Inc., Hoboken, New Jersey.**

John R.S. Fraser, Betty J. Simkins, Kristina Narvaev, 2015

ISBN: 978-1-118-69196-0

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## **LEARNER SUPPORT**

### **From Student and Educational Services-Students with Disabilities**

If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on the Clearwater, Tarpon Springs, or St. Petersburg sites. If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD) <http://www.spcollege.edu/accessibility/>

### **Tutoring Assistance**

Assistance with supplemental instruction, out-of-class support, learning and study skills, or other tutoring will be available on line and on site at the Learning Support

Centers (see <http://www.spcollege.edu/services/>). These resources may be helpful with writing, math, and computer skills needed for this course. Further online information and academic support is available

at: <http://www.spcollege.edu/support/>. Additionally library information and help is available at: <http://www.spcollege.edu/libraries/>.

### **Student Help Desk**

Technical Support: (727)341-4357

Webpage: <http://www.spcollege.edu/helpdesk/>

For further SPC policies and the syllabus addendum: <http://www.spcollege.edu/addendum/index.php>

For Campus Security and Emergency Information: <http://www.spcollege.edu/safety/>. For an escort to your car or to report an issue on any campus, call 727-791-2560.

### **Career Development**

For Career Development Services (online): <http://www.spcollege.edu/careerservices/>

For further student questions, services, support, and student life information: <http://www.spcollege.edu/students/>. SPC Resource Guide is at: <https://www.spcollege.edu/uploadedFiles/Students/Resource%20Guide.pdf>

For Academic Advising: <http://www.spcollege.edu/advising/>

For further SPC policies and the syllabus addendum: <http://www.spcollege.edu/addendum/>

For Campus Security and Emergency Information: <http://www.spcollege.edu/safety/>. For an escort to your car or to report an issue on any campus, call 727-791-2560.

For Career Development Services (online): <http://www.spcollege.edu/careerservices/>

For Graduation information and requirements: <http://www.spcollege.edu/Graduation/>

For further student questions, counseling sessions, services, support, and student life information: <http://www.spcollege.edu/students/>

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## **IMPORTANT DATES**

See Academic Calendar <http://www.spcollege.edu/calendar/>

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## **ATTENDANCE**

Participation in the course is essential in order to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons (especially prior blended class meetings). As well as completing and submitting all assignments on time, plus taking part in all other course communications in a timely manner. Students should review the college-wide attendance and financial aid policies included in the syllabus addendum linked below in the Miscellaneous area. Additionally students need to

review the student expectations regarding silencing or turning off all electronic devices during blended class meetings. Online students will be held to the same practices of courtesy and respect as outlined further on the guidelines posted in the syllabus addendum.

Excused absences, of course, will not count against you. However students must contact the professor to make appropriate arrangements, along with provide them with supporting documentation accordingly. Advance notice should be given to the instructor whenever possible to arrange for alternatives.

Lack of attendance can result in students being administratively withdrawn. Students are given a W in a course if two issues occur in Week 1 or 2, or are given a WF if issues occur at the 60% point (see last date to withdraw in the [academic calendar](#) to avoid this issue as it can result in serious financial aid and GPA consequences). If you are in your third attempt at completing a course, you will be given a WF grade at any point in the term if you fail to meet attendance requirements. Please see the student handbook and SPC policies further if needed.

## How to Be A Successful Student

### SUCCESS FACTORS

**Attending class** is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore the college limits when you can **add classes**. For online classes, you must be registered the day before the first day of the semester or term. For classes held in the classroom, you can't add a class if it has already met. You may **drop a course** through Friday of the first day of class and be eligible for a refund although withdrawing may affect your **financial aid**. If you are thinking of withdrawing, please speak with your instructor first and then a financial aid counselor – [www.spcollege.edu/getfunds](http://www.spcollege.edu/getfunds).

Showing up is the first step in ensuring your academic success. **Active participation** is the next step – whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their **attendance** policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will **automatically be withdrawn** from the class and this can cause serious **problems if you receive financial aid**. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. So if you are thinking of withdrawing, please speak with your instructor or a financial aid counselor – [www.spcollege.edu/getfunds](http://www.spcollege.edu/getfunds).

St. Petersburg College is supported by the state of Florida so it's important for you to know the **state rules** that affect your academics. If you've completed a class with a grade of "C" or higher you can't take that class again. This gives other students an opportunity to enroll in the classes they need. If you earned less than a "C", you may repeat the course one time without a penalty but on the third attempt your **costs will be higher**. Make sure you talk to your advisor if you need to repeat a class. The third attempt will be the final attempt allowed and you can't receive a grade of incomplete, withdrawn, or audit but must receive the letter grade earned.

Your **grade point average** is used to determine financial aid eligibility, entrance into certain programs, and warnings, probation, and suspension. If you repeat a course, at SPC or another college, only the last attempt will be used in computing the grade-point average.

The **Office of Accessibility Services** is available to assist you if you have a documented disability or think that you may have a disability. Please make an appointment with the Accessibility Coordinator on your campus or online. Registering with Accessibility Services is especially important if you are on

campus and will need assistance during an emergency classroom evacuation. For contact information, please see the Accessibility Services website – [/Accessibility/](#).

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## GRADING

### Grading Policy: Grading Policy:

Students must submit all of the assignments for each week by the deadline or they will not receive credit for the week. There will be absolutely *no* exceptions to the deadlines, and under no circumstances will partial credit be applied for late submissions. In the "business world", if you are late with your bid, you will not get the contract. The very same principal applies here – it is all or nothing! Please note that computer problems, sickness, travel, and lack of planning do not constitute an excuse for not making a deadline. This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments to the instructors college e-mail account if MyCourses is down, should the need arise. Again, there will be absolutely no exceptions to this rule, so be sure to view all of the contents and expectations under weeks 1-8 to confirm you can meet them for proper completion of this course.

A = >90%  
B = >80%  
C = >70%  
D = <69%  
F =< 59%

A grading curve may be applied at the instructor's discretion. Incomplete grades fall under the [Incomplete Grades and Procedures](#) policy of the college.

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## ASSIGNMENTS

<b>MAN3503 Managerial Risk Analyses and Decision Making</b>		
Topic & Activities	Points	Content / Preparation
<b>Week One: Strategy Integration and Risk Management</b>		
Prepare prior to class / discussions	-	Read text, Ch. 5, 6 & 7
Class / Introduction Discussion Posting		Introduce yourself & expectations
Discussion 1:	10	Module 1 discussion
Module 1 Quiz	20	Multiple Choice Questions on reading chapters
Module 1 Team Case Study Questions	30	Team Dropbox

Module 1 Individual Case Study Assignment	20	
<b>Week Two: Root Cause Analysis, and Decision Making</b>		
Prepare prior to class / discussions	-	Read text, Ch. 21 and 34
Discussion 2:	10	
Module 2 Quiz	20	Multiple Choice Questions on reading chapters
Module 2 Team Case Study Questions	30	Team Dropbox
Module 2 – Individual Case Study Assignment	20	
<b>Week Three: Risk Assessment</b>		
Prepare prior to class / discussions		Read text, Ch. 8 and 9
Discussion 3:	10	
Module 3 Quiz	20	Multiple Choice Questions on reading chapters
Module 3 Team Case Study Questions	30	Team Dropbox
Module 3 Individual Case Study Assignment	20	Individual Assignment Dropbox
<b>Week Four: Risk Evaluation Tools</b>		
Prepare prior to class / discussions		Read text, Ch. 10 & 22
Discussion 4:	10	
Module 4 Quiz	20	Multiple Choice Questions on reading chapters
Module 4 Team Case Study Questions	30	Team Dropbox
Module 4 – Individual Case Study Assignment	20	Individual Assignment Dropbox
<b>Week Five: Insurance Risk</b>		
Prepare prior to class / discussions		Read text, Ch. 11, 14, and 25
Discussion 5:	10	Discussion Forum
Module 5 – Team Case Study Questions	30	Team Dropbox
Module 5 Quiz	20	Multiple Choice Questions on reading chapters
Module 5 Individual Case Study Assignment	20	Individual Assignment Dropbox
<b>Week Six: Risk as a Core Value</b>		
Prepare prior to class / discussions		Read text, Ch. 3, 4, & 24
Discussion 6:	10	
Module 6 Quiz	20	Multiple Choice Questions on reading chapters
Module 6 Team Case Study Questions	30	Team Dropbox
Module 6 Individual Case Study Assignment	20	Individual Assignment Dropbox
<b>Week Seven: Global Risk</b>		

Prepare prior to class / discussions		Read text, Ch. 12, 15, 19, 20 & 25
Discussion 7:	10	Discussion Forum
Module 7 Quiz	20	Multiple Choice Questions on reading chapters
Module 7 Team Case Study Question	30	Team Dropbox
Module 7 Individual Case Study Assignment	20	Individual Assignment Dropbox
<b>Week Eight: Change Strategy, HR and Risk Management Failures</b>		
Prepare prior to class / discussions		Ch 23, 26, & 27
Final Exam	50	Multiple Choice Question review on all chapters-pay close attention to module 7 and 8 readings

**PARTICIPATION, CONDUCT, & NETIQUETTE**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in the [Syllabus Addendum](#).

**ACADEMIC HONESTY**

View the [Academic Honesty Policy](#)

**COPYRIGHT**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov).

**TURNITIN**

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

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## STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

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## TECHNOLOGY

### MINIMUM REQUIREMENTS

View the [MyCourses Minimum Technology Requirements](#)

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

**Minimum Technical Skills:** Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

### Computer Requirements

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When viewing on-line videos or taking on-line exams, students should have an internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to view videos with alternative means (i.e. at one of the St. Petersburg College libraries, learning centers, or a similar facility) where a stable high-speed internet connection is available. See MyCourses System Requirements on the main MyCourses page for computer requirements for this learning management system.

A standard file format has been devised to apply to all classes in the College of Business to support file compatibility, sharing, and commenting needs. Students are required to submit all assignments in

Microsoft Office formats (Word, Excel and other Microsoft formats). Students can get access to MS Office (FREE) through MySPC (see <http://www.spcollege.edu/microsoft>). Other formats may have D2lcompatibility issues or instructor feedback in comments may not be viewable by students. The College further provides full function student licenses of other Microsoft software too in MySPC. For example students can get Visio which could be beneficial to students in this course and Mac students can get Windows too. Details regarding obtaining Microsoft software licenses (FREE) are provided in MySPC under the Resources tab (go to Microsoft download area). Students also have their Live@edu email accounts which offers MS Office (without needing MS Office on your computer), SkyDrive, and other resources (see <http://www.spcollege.edu/pages/dynamic.aspx?id=1204>) that may be helpful in classes.

### **Time Commitment**

This is a 3-credit course conducted over 8 weeks. In order to meet accreditation and learning standards, on average students should expect to spend between 15 to 18 hours per week on course action items. Spending less time could be insufficient for success in this course.

### **PRIVACY**

View the [MyCourses \(Brightspace by Desire2Learn\) Privacy Statement](#)

### **TECHNICAL SUPPORT**

Technical support is available via the [Technical Support Desk](#).

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## **INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course’s regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.