

Syllabus

SCHOOL OF BUSINESS AND MANAGEMENT

CJ 403: Enterprise Risk Management

5 Credits

Effective: Spring 2020/2021

Access to the Internet is required.

All written assignments must be in Microsoft-Word-compatible formats.

See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

This course introduces students to the many types of risks all businesses and organizations face. It reviews various categories of risk, including financial, cyber, health, safety and environmental, brand, supply chain, political, strategic risks and many others. It provides a common framework and terminology for managing these risks to build an effective enterprise risk management system with a focus on risk mitigation and prevention.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under *Course Information* in Blackboard as well as from the library homepage (“Find Your Textbook” button).

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available electronically at no cost to students.

Students in Canada may purchase course resources from the [Canada Bookstore](#), and students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Critical thinking and information literacy

COURSE OUTCOMES

In this course, learners:

- Evaluate risks in particular contexts for frequency, size, and impact
- Evaluate the core principles common to managing all types of risks.
- Assess the ways that cyber and IT issues can magnify different risks.
- Understand and apply the empirical/quantitative metrics of risk.
- Critically evaluate the tools and techniques for risk oversight and accountability.
- Analyze, understand, and assess the typology of risk vectors that may impact an entity.

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Central Limit Theorem
- Correlation analysis
- Cyber risk
- Distinguish "Risk" and "Harms"
- Financial risk
- Human capital risk
- Normal curve
- Operations risk
- Probability theory
- Quantitative measure of risk
- Reputation risk
- Risk governance
- Standard deviation
- Supply chain risk

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>Points Towards Final Grade</i>
Course activities	300
Role-playing activity	200
Mentored Case Study Project	500
TOTAL	1,000

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Course Activities

Students will be evaluated on their participation in classroom discussions; their ability to present, explain, or defend alternative viewpoints- verbally or in writing; and the degree to which they have mastered the concepts and principles in the course. Written work will be assessed not only on relevance to the subject presented, but also on adherence to good written form and professional presentation. Course activities in a totally online course will be different from other formats. In an online class participation through discussion board (DB) activities are integral to the success of the course. The DBs activities and their particular instructions will be provided in the course itself; however, they are an excellent place for students to debate and critically analyze ideas. These activities provide a superior forum for students to bring their own backgrounds and insights in to the learning environment. In a traditional or hybrid class setting course activities may include, to a lesser degree than an online course, DBs; however, the professor will determine which specific course activities will be more relevant and the instructions and

details will be provided through Blackboard. The course discussions or activities will include a combination of the following course concepts: Distinguish "Risk" and "Harms", Operations risk, Reputation risk, Supply chain risk, Human capital risk, Financial risk, Cyber risk, Risk governance, and Quantitative measure of risk.

<i>Components</i>	<i>% of Grade</i>
Quality of Responses	70%
Timeliness	15%
Quantity of Responses	15%
TOTAL	100%

Role-playing activity

Students will participate in an interactive, table-top role playing exercise where they will assess the efficacy of decisions made by investigators in a real-life scenario. The typical simulation will run through three rounds and will conclude with a short self-reflection exercise. Precise timing and directions will be provided by the instructor; however, these simulations will involve the students being provided a case study where they then will play a role throughout a multi-round 'game' facilitated by the professor. Most of the activity for these exercises will involve interactions mediated through the discussion boards and will take place over several days, possibly over multiple weeks. The final round will involve a self-evaluation and reflection exercise and, at the discretion of the professor, may be conducted through a DB forum or as a formal written response (paper). The cases will incorporate the range of outcomes employed in this course and are likely to include a combination of: Distinguish "Risk" and "Harms", Operations risk, Reputation risk, Supply chain risk, Human capital risk, Financial risk, Cyber risk, Risk governance, Quantitative measure of risk.

<i>Components</i>	<i>% of Grade</i>
DAS-U-Analysis and use of course concepts	20%
DAS-U-Evidence and support	20%
Timeliness	30%
Quantity of Responses	20%
Self-reflection	10%
TOTAL	100%

Mentored Case Study Project

Over the course of the quarter students will develop a relevant case study. This will be created through a mentored process and, at the end, students will deliver a professional looking and concisely written and analyzed document. The project will be developed in an iterative fashion and in a sequence of activities. The instructor will work with the students to provide one-on-one direction and feedback through a series of activities conducted in the course.

The instructor will provide details concerning the particular stages of the project; however, the stages will include a combination of project proposal, outline, stakeholder analysis, and draft of the final paper. Further details concerning length and complexity will also be provided by the instructor; however, students should expect some aspects of the project to be completed using the discussion boards as a means of conveying ideas and feedback.

It is our desire to provide a transparent atmosphere where students may learn from seeing the feedback that their classmates receive from the professor and each other. The ultimate objective is for the students to research and empirically analyze and measure the risks associated with a particular case study and

analyze the efficacy of what was done by the entity under study. The project will include some combination of the following course outcomes: Distinguish "Risk" and "Harms", Operations risk, Reputation risk, Supply chain risk, Human capital risk, Financial risk, Cyber risk, Risk governance, Quantitative measure of risk.

Student's analysis of the case study will be presented in a paper of no less than 1500 words. In their analysis students are not held to a particular minimum number of sources, in part, they will be evaluated on their discretion and choice of appropriate sources; however, students are expected to utilize the relevant materials assigned throughout the quarter. This is a formal writing assignment and students should not merely copy information from another author, but use empirical evidence whenever possible to support their arguments and critically analyze related literature.

This project has to be an analytical paper and not merely a summary of readings. Students are expected to address this project in their own words. While it might be necessary, on occasion, to directly quote a source the point of this assignment is for students to synthesize the concepts and present their own analysis. Thus, students are expected to be exceptionally prudent and limited in their use of direct quotes. Students are expected and encouraged to use the assigned readings, videos, and other materials assigned throughout the quarter on this project. In some case students may need to utilize additional sources that were not assigned by the professor. In either case they are expect to use APA formatting of citations, footnotes, and bibliography. Students must cite the sources of all ideas, facts, and information used that are not their own, even if they have put the information into their own words. Failure to do so is plagiarism, even if the oversight is unintentional.

<i>Components</i>	<i>% of Grade</i>
DAS-U-Analysis and use of course concepts	25%
DAS-U-Evidence and support	25%
DAS-U-Organization and coherence	15%
DAS-U-Style and mechanics	15%
Risk Management	10%
Privacy	10%
TOTAL	100%

COURSE POLICIES

Late Assignments

A critical aspect of management is to meet predefined deadlines. Therefore, all assignments are expected to be submitted when due. No late assignments are accepted. Life-situations do occur. When an issue arises coordinate with the instructor **PRIOR TO** the assignment's due date and the due date may be adjusted. It is in the best interest of the student to ensure that all assignments are submitted on time.

Participation

Class participation will be evaluated during class. Participation includes being prepared for class discussions and contributing meaningful content when appropriate. It also includes individual effort contributed to team projects.

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

Students are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Antidiscrimination

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. CityU will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

Non-Discrimination & Prohibition of Sexual Harassment

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Academic Integrity Policy*.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be in the [University Catalog](#) under *Student Rights and Responsibilities* on the page titled *Attendance*.

Final Assignment Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have access to free online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at help@cityu.ed to request a user name and password.