COURSE DESCRIPTION

This course explores the area of Business Continuity and Risk Management in a comprehensive manner to provide for organizational resilience. Particular emphasis is placed on assessing threats which may lead to disastrous events, evaluating control alternatives and implementing strategies. Practical solutions to enable an organization to mitigate risk, manage crisis and recover after a disaster are discussed. The course is designed to expose the student to all aspects of a holistic Business Continuity and Risk Management program and to determine the most appropriate requirements.

Introductory Video can be found here (Link to Introduction): https://rutgers.mediaspace.kaltura.com/media/Supply+Chain+Risk+and+Disruption+Wk1-1/1_5rme314b

Course Objectives:

At the conclusion of this course the student will be able to:

- develop and organize a Business Continuity Management program
- conduct a Business Impact Analysis
- conduct a Risk Assessment
- select the most appropriate strategies
- review disaster recovery for Information Technology
- review Information Technology security
- coordinate procedures for activating emergency operations
- develop and implement a Business Continuity Plan
- develop effective crisis communications
- review crisis information management systems
- test and maintain organizational resilience
Textbooks


Teaching Method
The course will be largely taught via Powerpoint. All class-related material (lecture presentations, messages, etc.) will be posted on Blackboard. Additional visual material, newspaper articles and handouts will be used to reinforce current best practices. A number of guest speakers will be utilized to bring the “real world” into the classroom.

Students should be enrolled in eCollege to access the posted materials.

Grading
The final grade in this course will be primarily based four things: 1) Team Case Analyses (See Team Case Analyses below) 2) Mid-term and 3) Final Exam and 4) Class and Team participation in cases, in-class projects and lectures. The weights for course work components are given below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Case Analyses</td>
<td>25%</td>
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<tr>
<td>Class Participation &amp; Attendance</td>
<td>25%</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>25%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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TOTAL: 100%

Class Attendance & Participation

Class Attendance (15%)  
There will be questions asking students to share their point of view, analysis, insights and recommendations on the class lecture, cases, and handouts during the online lecture or as posted in the ECollege classroom. It is imperative that the students read the chapters, cases and handouts prior to the class and be prepared to answer questions.

Class Participation (5%)  
Class participation is also important to develop critical thinking skills and increase the overall class learning. Participation is in the form of responding to and commenting on others’ postings on the discussion thread for each week.

Case Analyses
We will cover several cases during the course. These will be a combination of mini-case studies with specific questions for students to reply to. One or two of the cases will be more elaborate, based on which a full study report of around 8-10 pages is expected.

Academic Misconduct – PLEASE READ
Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. All suspected incidents of academic misconduct will be referred to an Academic Integrity Facilitator for investigation. Unfortunately, Rutgers students are failed or suspended every year for violations of academic integrity. If you have any doubt what constitutes a violation of academic integrity, please visit the Student Judicial Affairs website (http://academicintegrity.rutgers.edu/).

Disability Accommodations
Describe for students the process by which they can officially request your assistance in accommodating any disability which is recognized by the Office of Disability Services. Please see example statement below.

If you need an accommodation based on the impact of a disability, please arrange an appointment with me as soon as possible. We need to discuss the course format and explore potential accommodations. I rely on the Office of Disability Services (http://disabilityservices-uw.rutgers.edu/) for assistance in verifying need and developing accommodation strategies. You should start the verification process as soon as possible.
Accommodation and Support Statement

Rutgers University Newark (RU-N) is committed to the creation of an inclusive and safe learning environment for all students and the university as a whole. RU-N has identified the following resources to further the mission of access and support:

For Individuals with Disabilities: The Office of Disability Services (ODS) is responsible for the determination of appropriate accommodations for students who encounter barriers due to disability. Once a student has completed the ODS process (registration, initial appointment, and submitted documentation) and reasonable accommodations are determined to be necessary and appropriate, a Letter of Accommodation (LOA) will be provided. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at ods.rutgers.edu. Contact ODS at (973)353-5375 or via email at ods@newark.rutgers.edu.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Reading Material</th>
<th>Discussion &amp; Assignments Due</th>
<th>Cases/Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21-Jan</td>
<td>Introduction to Supply Chain Disruption &amp; risk</td>
<td>Simchi-Levi Article-Course Pack</td>
<td>Due Sunday*</td>
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<tr>
<td>2</td>
<td>27-Jan</td>
<td>Fundamentals of Business Continuity Mgt</td>
<td>Chapters 1 &amp; 2 Engemann and Henderson</td>
<td>Due Sunday*</td>
<td>Mini-Case E-Employee Prepositioning</td>
</tr>
<tr>
<td>3</td>
<td>3-Feb</td>
<td>Business Impact Analysis &amp; Supply Chain</td>
<td>Ch 3 Engemann and Henderson</td>
<td>Due Sunday*</td>
<td>Table Top Exercise</td>
</tr>
<tr>
<td>4</td>
<td>10-Feb</td>
<td>Risk Assessment across the supply chain</td>
<td>Ch 4 Engemann and Henderson</td>
<td>Due Sunday*</td>
<td>Full Case- Milk - Course Pack</td>
</tr>
<tr>
<td>5</td>
<td>17-Feb</td>
<td>Risk Assessment across the supply chain</td>
<td>Olson Chapter - Course-Pack</td>
<td>Due Sunday*</td>
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<td>6</td>
<td>24-Feb</td>
<td>Resilience</td>
<td>Sheffi Article - Course Pack</td>
<td>Due Sunday*</td>
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<tr>
<td>7</td>
<td>2-Mar</td>
<td>Logistics and Logistics Risk</td>
<td>Linked Articles</td>
<td>Due Sunday*</td>
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<tr>
<td>8</td>
<td>9-Mar</td>
<td>Midterm Exam</td>
<td></td>
<td>Due Sunday*</td>
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For Individuals who are Pregnant: The Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy. You may contact the Office of Title IX and ADA Compliance at (973)353-1906 or via email at TitleIX@newark.rutgers.edu.

For Individuals seeking Religious Accommodations: The Office of the Dean of Students is available to verify absences for religious observance, as needed. Contact the Dean of Students at (973)353-5063 or via email at DeanofStudents@newark.rutgers.edu.

For Individuals with temporary conditions/injuries: Students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate should submit a request via https://temporaryconditions.rutgers.edu.

Absences: Per University Policy 10.2.7, you are responsible for communicating with your instructors regarding absences. The Office of the Dean of Students is available to verify extended absences. Contact the Dean of Students at (973)353-5063 or via email at DeanofStudents@newark.rutgers.edu.

For English as a second language (ESL): Students experiencing difficulty in courses due to English as a second language (ESL) should contact the Program in American Language Studies via email at PALS@newark.rutgers.edu to discuss potential supports.

For Gender or Sex-Based Discrimination or Harassment: If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. If you wish to report an incident, you
may contact the Office of Title IX and ADA Compliance at (973)353-1906 or via email at TitleIX@newark.rutgers.edu. You may also submit an incident report using the following link: tinyurl.com/RUNReportingForm. If you wish to speak with a staff member who is confidential and does not have a reporting responsibility, you may contact the Office for Violence Prevention and Victim Assistance at (973)353-1918 or via email at run.vpva@rutgers.edu.

Course Agenda – Subject to Change

Due Sunday immediately following the start date*
Course Pack Link: https://hbsp.harvard.edu/import/682476