COURSE OUTLINE

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.

COURSE MATERIALS


Harvard Business Case Course Pack -

LEARNING GOALS AND 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
ACADEMIC INTEGRITY

*I do NOT tolerate cheating.* Students are responsible for understanding the RU Academic Integrity Policy ([http://academicintegrity.rutgers.edu/](http://academicintegrity.rutgers.edu/))

I will strongly enforce this Policy and pursue *all* violations. On all examinations and assignments, students must sign the RU Honor Pledge, which states, “On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment.” I will screen all written assignments through SafeAssign or Turnitin, plagiarism detection services that compare the work against a large database of past work. Don’t let cheating destroy your hard-earned opportunity to learn. See [business.rutgers.edu/ai](http://business.rutgers.edu/ai) for more details.

TEACHING METHOD

The course will be largely taught via Powerpoint. All class-related material (lecture presentations, messages, etc.) will be posted on Canvas. 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 Canvas to access the posted materials.

GRADING POLICY

The final grade in this course will be primarily based on 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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<tbody>
<tr>
<td>Case Analyses</td>
<td>25%</td>
</tr>
<tr>
<td>Class Participation &amp; Attendance</td>
<td>25%</td>
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<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.

### COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Reading Material &amp; Books</th>
<th>Discussions - due in a week</th>
<th>Cases</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>E&amp;H</td>
<td>Articles</td>
</tr>
<tr>
<td>1</td>
<td>Supply Chain Disruption an Overview</td>
<td>-</td>
<td>Simch-Levi (@)</td>
<td>Due</td>
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<tr>
<td>2</td>
<td>Fundamentals of BCM</td>
<td>Ch 1 &amp; 2</td>
<td></td>
<td>Due</td>
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<tr>
<td>3</td>
<td>Business Impact Analysis &amp; Supply Chain</td>
<td>Ch 3</td>
<td></td>
<td>Due</td>
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<tr>
<td>4</td>
<td>Risk Assessment across the supply chain (I)</td>
<td>Ch 4</td>
<td>Olson Article (@)</td>
<td>Due</td>
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<tr>
<td>5</td>
<td>Risk Assessment across the supply chain (II) Possible Guest Lecturer on Humanitarian</td>
<td>-</td>
<td>Azadegan ppt</td>
<td>Due</td>
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<tr>
<td>6</td>
<td>Resilience</td>
<td></td>
<td>Zurich Report Sheffi Article@)</td>
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<tr>
<td>7</td>
<td>Mid-Term Exam</td>
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<tr>
<td>8</td>
<td>NO CLASS</td>
<td>-</td>
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<tr>
<td>9</td>
<td>Strategy and Continuity &amp; HROs</td>
<td>Ch 5 &amp; 10</td>
<td>Azadegan - Article From RU Library ***</td>
<td>Due</td>
</tr>
<tr>
<td>10</td>
<td>Internal &amp; External Coordination</td>
<td>Ch 8&amp;9</td>
<td>-</td>
<td>Due</td>
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<tr>
<td>11</td>
<td>Logistics and Logistics Risk</td>
<td>PP Slides</td>
<td>Due</td>
<td>Case D*</td>
</tr>
<tr>
<td>12</td>
<td>Global Security and Recovery</td>
<td>Ch 6 &amp; 7</td>
<td>Due</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Crisis Communication &amp; IT</td>
<td>Ch 11 &amp; 12</td>
<td>Due</td>
<td>Case E*</td>
</tr>
<tr>
<td>14</td>
<td>Business Continuity for Small Business</td>
<td>Read additional resources in website</td>
<td>Due</td>
<td>Table top Exercise**</td>
</tr>
</tbody>
</table>

@ From Harvard Course Pack
* From TextbookE&H
** Will be shared in class
*** Azadegan et al. (2020) Supply Chain Disruptions and Business Continuity: An Empirical Assessment, Decision Sciences Journal

**SUPPORT SERVICES**


[Rutgers University-New Brunswick ODS phone (848)445-6800 or email dsoffice@echo.rutgers.edu]
If you are pregnant, the Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy.

If you seek religious accommodations, the Office of the Dean of Students is available to verify absences for religious observance, as needed.

If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, the Office for Violence Prevention and Victim Assistance provides help and support. More information can be found at http://vpva.rutgers.edu/.

If students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate, you should submit a request via https://temporaryconditions.rutgers.edu.
If you are a military veteran or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. [http://veterans.rutgers.edu/]

If you are in need of mental health services, please use our readily available services.
[Rutgers University-Newark Counseling Center: http://counseling.newark.rutgers.edu/]
[Rutgers Counseling and Psychological Services–New Brunswick: http://rhscaps.rutgers.edu/]

If you are in need of physical health services, please use our readily available services.
[Rutgers Health Services – Newark: http://health.newark.rutgers.edu/]
[Rutgers Health Services – New Brunswick: http://health.rutgers.edu/]

If you are in need of legal services, please use our readily available services: [http://rusls.rutgers.edu/]

Students experiencing difficulty in courses due to English as a second language (ESL) should contact the Program in American Language Studies for supports.
[Rutgers–Newark: PALS@newark.rutgers.edu]
[Rutgers–New Brunswick: eslpals@english.rutgers.edu]

If you are in need of additional academic assistance, please use our readily available services.
[Rutgers University-Newark Learning Center: http://www.ncas.rutgers.edu/rlc]
[Rutgers University-Newark Writing Center: http://www.ncas.rutgers.edu/writingcenter]
[Rutgers University-New Brunswick Learning Center: https://rlc.rutgers.edu/]

[Optional items that many faculty include:]
- Students must sign, date, and return a statement declaring that they understand the RU Academic Integrity Policy.
- Students must sign, date, and return a statement declaring that they understand this syllabus.]