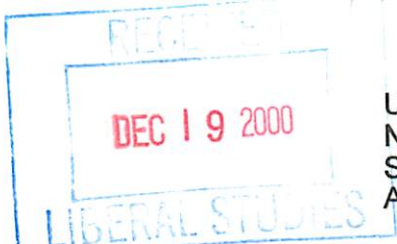


LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____



UWUCC USE Only
Number: 00-50
Submission Date: _____
Action-Date: UWUCC App 2/6/01
Senate App 2/27/01

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Dr. Anthony Joseph Phone 357-3018
Department Safety Sciences

II. PROPOSAL TYPE (Check All Appropriate Lines)

COURSE _____
Suggested 20 character title

New Course* _____
Course Number and Full Title

Course Revision SAFE 299 Experience in Cooperative Education I
Course Number and Full Title

Liberal Studies Approval+
for new or existing course _____
Course Number and Full Title

Course Deletion _____
Course Number and Full Title

Number and/or Title Change SAFE 299 Cooperative Education I
Old Number and/or Full Old Title

SAFE 299 Experience in Cooperative Education I
New Number and/or Full New Title

Course or Catalog Description Change _____
Course Number and Full Title

PROGRAM: Major Minor Track

New Program* _____
Program Name

Program Revision* _____
Program Name

Program Deletion* _____
Program Name

Title Change _____
Old Program Name

New Program Name



Rev

III. Approvals (signatures and date)

[Signature] 12/4/00
Department Curriculum Committee

Mari C. Seck 12/8/00
College Curriculum Committee

Lon H. Ferguson 12/4/00
Department Chair

Parleen P. Zoni 12/14/00
College Dean

+Director of Liberal Studies (where applicable)

*Provost (where applicable)

I. Catalog Description

SAFE 299 Experience in Cooperative Education I 0 credits
0 lecture hours
0 lab hours
(0c-01-0sh)

Prerequisites: GPA \geq 2.0, SAFE 101, SAFE 111; and Approval of Academic Advisor, Co-op Coordinator and Departmental Chairperson.

This course provides the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Open to SAFE majors and minors in their sophomore year. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional



Part II Description of Curriculum Changes

B. Summary of Proposed Changes

1. **Title:** No change

2. **Prerequisites**

Old: Approval of Academic Advisor, Co-op Coordinator and Departmental Chairperson.

New: GPA \geq 2.0, SAFE 101, SAFE 111; and Approval of Academic Advisor, Co-op Coordinator and Departmental Chairperson.

3. **Description**

Old: The initial experience in a program designed to combine classroom theory with practical application through job related experiences. Open to SAFE majors and minors usually in their sophomore year. Students are employed by organizations outside of western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

New: This course provides the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Open to SAFE majors and minors in their sophomore year. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional

4. **Course Objectives**

Old: Cooperative Education provides students with work experience, coupled with constructive criticism, which gives the student an opportunity to grow intellectually, socially, and emotionally.

New: Students completing this course will:

- Understand where the hazard control functions fits within the organizational structure
- Define the role of safety professionals and ascertain personal interest in safety as a career.
- Identify and list observable safety hazards and controls at the site
- Demonstrate oral and written communication competency when interacting with employees.

5. **Course Outline:** No change
6. **Evaluation Methods**
Old: See form attached in Old Syllabus
New: See Proposed form in Appendix A
7. **Required Textbook:** No change
8. **Special Resources Requirements:** No change
9. **Bibliography:** No change

C. Justification / Rationale for Revision

1. **Prerequisites:** Two courses are included to provide the students with basic knowledge and understanding of the profession. These two courses are scheduled in the freshman year of the curriculum sequence. The student is expected to work under the guidance and direction of an experienced safety professional. As a result the student will be able to combine classroom theory with practical application.
2. **Description:** To encourage students to participate in experiential education before achieving senior status, and remove geographical exclusions so that requests from large organizations in Western Pennsylvania for co-op students can be accommodated.
3. **Course Objectives:** To clearly identify and clarify the objectives of this course (co-op), which are often confused or misunderstood with internship and work for hire.
4. **Evaluation Methods:** Change the layout, format and content of the evaluation form to one that evaluates the learning of the student as stated in the objectives of the course.

**PROPOSED
SYLLABUS OF RECORD**

I. Catalog Description

SAFE 299	Experience in Cooperative Education I	0 credits 0 lecture hours 0 lab hours (0c-01-0sh)
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Prerequisites: GPA \geq 2.0, SAFE 101, SAFE 111; Approval of Academic Advisor, co-op Coordinator, and Department Chairperson.

This course provides the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Open to SAFE majors and minors in their sophomore year. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional

II. Course Objectives

Students completing this course will:

- Understand where the hazard control functions fits within the organizational structure
- Define the role of safety professionals and ascertain personal interest in safety as a career.
- Identify and list observable safety hazards and controls at the site
- Demonstrate oral and written communication competency when interacting with employees.

III. Course Outline

Not applicable.

IV. Evaluation Methods

The on-site Co-op Supervisor will fill out the attached evaluation form (see Attachment) after the co-op experience. This evaluation will be used to determine the satisfactory or unsatisfactory completion grade. A student is required to achieve at least an "average" rating on each category on all observed criteria on the evaluation form to obtain a satisfactory grade.

V. Required Textbook

None

VI. Special Resources Requirements

None

VII. Bibliography

Not applicable.

ATTACHMENT:
EVALUATION FORM

**SAFE 299 EXPERIENCE IN COOPERATIVE EDUCATION
EVALUATION FORM
Department of Safety Sciences
Indiana University of Pennsylvania**

Name of Co-op Student

Dates of Co-op

Name of Organization

I. Academic Performance

Please indicate on the following table your assessment of the student knowledge and skills gained while working at your site. In addition you can provide comments related to your observations in section II of this form.

Observations	Outstanding	Excellent	Above Average	Average	Below Average	Unsatisfactory	Not Observed
Understand where the hazard control function fits within the organizational structure.							
Define the role of safety professionals and ascertain personal interest in safety as a career.							
Identify and list observable safety hazards and controls at the site.							
Demonstrate oral and written communication competency when interacting with employees.							

II. Additional Comments

PROGRAM ADMINISTRATION

Was the Co-op Program administered by IUP in a professional manner? Yes No
Comments/suggestions:

Would your organization be willing to participate again? Yes No
Comments:

Signature _____

Position _____

Date _____

Please fax to Co-op Coordinator at 724-357-3992, or mail to Co-op Coordinator at:

**Department of Safety Sciences
Indiana University of Pennsylvania
117 Johnson Hall – 1010 Oakland Avenue
Indiana, PA 15705-1087**

THANK YOU FOR PARTICIPATING

OLD SYLLABUS OF
RECORD

CURRICULUM PROPOSAL FORM
University-Wide Undergraduate Curriculum Committee

H. C. ...
to Juliette
2-27-90

UWUCC USE ONLY

Number	_____ / _____
Action	_____
Date	_____

I. TITLE/AUTHOR OF CHANGE

COURSE/PROGRAM TITLE SA299 - Cooperative Ed. I
SA399 - Cooperative Ed. II

DEPARTMENT Safety Sciences

CONTACT PERSON R.E. McClay

II. APPROVALS

Carl C. Reed
Department Curriculum Committee

Richard ...
Department Chairperson

Tom E. ...
College Curriculum Committee

Harold ...
College Dean # J

Director of Liberal Studies
(where applicable)

Provost
(where applicable)

* COLLEGE DEAN MUST CONSULT WITH PROVOST BEFORE APPROVING CURRICULUM CHANGES. APPROVAL BY COLLEGE DEAN INDICATES THAT THE PROPOSED CHANGE IS CONSISTENT WITH LONG RANGE PLANNING DOCUMENTS, THAT ALL REQUESTS FOR RESOURCES, MADE AS PART OF THE PROPOSAL, CAN BE MET, AND THAT THE PROPOSAL HAS THE SUPPORT OF THE UNIVERSITY ADMINISTRATION.

III. TIMETABLE

Date Submitted
to UWUCC 12/5/88

Semester/Year to be
Implemented F-1989

Date to be published
in Catalog 1990

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

COURSE SYLLABUS

I. CATALOG DESCRIPTION

SA399 - Cooperative Ed. I

Prerequisites: Approval of academic advisor, COOP Coordinator and Departmental Chairperson.

The initial experience in a program designed to combine classroom theory with practical application through job related experiences. The course is open to SA majors and minors usually in their sophomore year. Students are employed by organizations outside western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced safety professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

SA399 - Cooperative Ed. II

Prerequisites: SA 299

A second experience in a program designed to combine classroom theory with practical application through job related experiences. The course is open to SA majors and minors usually in their junior or senior year. Students are employed by organizations outside western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced safety professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

II. COURSE OBJECTIVES

Cooperative Education provides students with work experience, coupled with constructive criticism, which gives the student an opportunity to grow intellectually, socially, and emotionally.

III. DETAILED COURSE OUTLINE

Not applicable.

IV. EVALUATION METHODS

The COOP on-site supervisor will fill out the attached evaluation form (See attachment 1) after each COOP experience. These are retained in the student's departmental file. There is no grade for this course.

V. REQUIRED TEXTBOOK

None.

VI. SPECIAL RESOURCES REQUIREMENTS

None.

VII. BIBLIOGRAPHY

Not applicable.

INDIANA UNIVERSITY OF PENNSYLVANIA
SAFETY SCIENCES COOP STUDENT EVALUATION

COOP's Name

Date

COOP Location

The following scale is to be completed by the supervisor of the student named above. Students are rated only against their contemporaries, and this rating is not meant to be used as a comparison with experienced professionals.

1. KNOWLEDGE OF OCCUPATIONAL SAFETY AND HEALTH

1	2	3	4	5	6	7	8	9	10		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lacks knowledge of basic concepts and principles.		Has minimum knowledge of basic concepts and principles.			Has attained satisfactory level of knowledge and principles.		Understands most of the important concepts and principles.		Has a full understanding of all important concepts and principles.		No opportunity to observe.

COMMENTS - Describe any particular strength or deficiency you have noticed in this area _____

Explain what the COOP student should do to maintain this strength or improve in this area _____

PERFORMANCE (APPLICATION OF KNOWLEDGE)	
<p>1. <input type="checkbox"/></p> <p>2. <input type="checkbox"/></p> <p>3. <input type="checkbox"/></p> <p>4. <input type="checkbox"/></p> <p>5. <input type="checkbox"/></p> <p>6. <input type="checkbox"/></p> <p>7. <input type="checkbox"/></p> <p>8. <input type="checkbox"/></p> <p>9. <input type="checkbox"/></p> <p>10. <input type="checkbox"/></p>	<p>1. <input type="checkbox"/></p> <p>2. <input type="checkbox"/></p> <p>3. <input type="checkbox"/></p> <p>4. <input type="checkbox"/></p> <p>5. <input type="checkbox"/></p> <p>6. <input type="checkbox"/></p> <p>7. <input type="checkbox"/></p> <p>8. <input type="checkbox"/></p> <p>9. <input type="checkbox"/></p> <p>10. <input type="checkbox"/></p>
<p>allows to utilize appropriate standard methodology. Has many problems.</p>	<p>Minimum utilization of appropriate hazard methodology. Has frequent problems.</p>
<p>Usually utilizes appropriate evaluation methodology. Has typical problems.</p>	<p>Utilizes appropriate evaluation methodology. Has very few problems.</p>
<p>Outstanding - has achieved a level of performance rarely seen in study interns.</p>	<p>No opportunity to observe.</p>

COMMENTS - Describe any particular strength or deficiency you have noticed in this area _____

Explain what the COOP student should do to maintain this strength or improve in this area _____

3. COMMUNICATION SKILLS
a. Written Language

1	2	3	4	5	6	7	8	9	10	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS - Describe any particular strength or deficiency you have noticed in this area										
Unable to express ideas clearly - ungrammatical.										
Has difficulty expressing himself/herself. Sometimes ungrammatical. Can't formulate idea/his ideas well.										
Usually expresses himself/herself clearly and correctly - has some difficulty with more complex ideas.										
Well organized and able to express himself/herself clearly and concisely on most matters.										
Outstanding ability to communicate ideas of varying complexities.										
No opportunity to observe.										

Explain what the COOP student should do to maintain this strength or improve in this area

b. Oral Language										
COMMENTS - Describe any particular strength or deficiency you have noticed in this area										
Poor pronunciation, poor voice quality. ungrammatical. Limited vocabulary.										
Often mispronounces. Can't formulate ideas well. Doesn't project voice. Sometimes ungrammatical.										
Acceptable speech pattern.										
Uses effective oral language in all situations. Has good vocabulary.										
Outstanding ability to express himself/herself in all situations.										
No opportunity to observe.										

Explain what the COOP student should do to maintain this strength or improve in this area

1 2 3 4 5 6 7 8 9 10

4. PERSONALITY

Does not get along with others. Has difficulty in getting along with others. Has an understanding of good personal relations and satisfactorily achieves a workable relationship with others. Relates well and has above average ability to achieve good working relations with others. Outstanding ability to cooperate and obtain cooperation from others. No opportunity to observe.

COMMENTS - Describe any particular strength or deficiency you have noticed in this area _____

Explain what the COOP student should do to maintain this strength or improve in this area _____

5. PROFESSIONAL ATTITUDE

Shows no interest in the profession. Makes no attempt to meet minimum standards. Shows little interest in the profession. Has difficulty achieving minimum standards. Is defensive when criticized. Has some interest in the profession. Achieves minimum standards consistently. Accepts criticism. Shows a definite interest in the profession. Will work beyond minimum requirements. Accepts criticism graciously. Has a keen and sustaining interest in the profession. Eager to work beyond requirements. Invites criticism and accepts it gratefully. No opportunity to observe.

COMMENTS - Describe any particular strength or deficiency you have noticed in this area _____

Explain what the COOP student should do to maintain this strength or improve in this area _____

1	2	3	4	5	6	7	8	9	10	
---	---	---	---	---	---	---	---	---	----	--

6. TIME UTILIZATION

Excessive time is wasted needlessly. Poorly organized as a general rule.

Some time is wasted needlessly because of inadequate planning. Deadlines missed but work done within reasonable time thereafter.

Makes acceptable effort at allocation time. Most work gets done as well as conditions permit.

Well organized. Plans time usage in most instances. Able to get work done as well as conditions permit.

Highly organized individual. Plans time usage on a prioritized basis. Little wasted time or effort. Gets work done promptly.

No opportunity to observe.

COMMENTS - Describe any particular strength or deficiency you have noticed in the area

Explain what the COOP student should do to maintain this strength or improve in this area

7. ABILITY TO SEE THE NEED FOR AND RECOMMEND NEW PROGRAMS FOR IMPROVED HAZARD CONTROLS

Was unable to recognize the need for improved programs.

Recognized the need for some improvements but had few ideas on how to implement them.

Recognized the need for some improvements. Had ideas for new programs and hazard controls but these were frequently unworkable.

Good ability to see program needs. Ideas for hazard controls and program generally good but not always practical or appropriate.

Was very perceptible in recognizing needs. Had novel and well thought out ideas for new programs and hazard controls.

No opportunity to observe.

COMMENTS - Describe any particular strength or deficiency you have noticed in the area

Explain what the COOP student should do to maintain this strength or improve in this area

8. Was the COOP Program administered in a way satisfactory to you? (Comment below on how administration could improve)

_____ YES _____ NO

9. Would your organization be willing to participate again in the future?

_____ YES _____ NO

OTHER COMMENTS

(Please elaborate where you feel that the above scale does not adequately reflect COOP student performance.)

COOP Program Coordinator
Safety Sciences Department
17 Johnson Hall
Indiana University of Pennsylvania
Indiana, PA 15701

Signed
Position
Address

Date

