

LSC Use Only  
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Submission Date: \_\_\_\_\_  
Action-Date: \_\_\_\_\_

*Received &  
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as 00-50*

UWUCC USE Only  
Number: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Action-Date: \_\_\_\_\_

00-19

**CURRICULUM PROPOSAL COVER SHEET**  
University-Wide Undergraduate Curriculum Committee

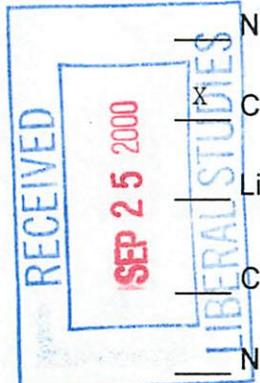
**I. CONTACT**

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  
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 \_\_\_\_\_  
Old Number and/or Full Old Title

\_\_\_\_\_ 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

**III. Approvals (signatures and date)**

\_\_\_\_\_  
Department Curriculum Committee

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
College Curriculum Committee

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
+Director of Liberal Studies (where applicable)

\_\_\_\_\_  
\*Provost (where applicable)

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00-19  
99-64  
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**Title Change** \_\_\_\_\_  
Old Program Name

\_\_\_\_\_   
New Program Name

**III. Approvals (signatures and date)**

[Signature] Department Curriculum Committee Lon H. Ferguson Department Chair

Man E. Seerker 4/6/00 College Curriculum Committee Barbara P. Zou College Dean

+ Director of Liberal Studies (where applicable)

\*Provost (where applicable)

**I. Catalog Description**

SAFE 299 Experience In Cooperative Education

0 credits  
0 lecture hours  
0 lab hours  
(0c-01-0sh)

Prerequisites: SAFE 101 and one other SAFE course, and Departmental Approval.

Experience in a program designed to combine classroom theory with practical application through job related experiences. The course is open to SAFE majors and minors before completing the required Safety Sciences internship or achieving senior status for minors. Students are employed by organizations 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 can enroll twice for this course.



## **Part II Description of Curriculum Changes**

### **B. Summary of Proposed Changes**

1. Title: No change

2. Prerequisites

Old: Approval of Academic Advisor, COOP Coordinator and Departmental Chairperson.

New: SAFE 101 and one other SAFE course, and Departmental Approval.

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: 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 before completing the required Safety Sciences internship or achieving senior status for minors. Students are employed by organizations 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 can enroll twice for this course.

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:

- Apply theory learned in the classroom to the work place.
- Describe the role of safety professionals and ascertain personal interest in safety as a career.
- Interact and communicate with Safety Professionals on topics related to the profession.
- Apply experience to problem solving in subsequent classes.

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 the basic knowledge of the profession, so that the COOP will be meaningful.**
2. **Description: To encourage students to participate in experiential education before completing achieving senior status, and remove geographical exclusions so that requests from large organizations in Western Pennsylvania for COOP students can be accommodated.**
3. **Course Objectives: To clearly identify and clarify the objectives of this course (COOP), which are often confused or misunderstood with internship and work for hire.**
4. **Evaluation Methods: Change the layout and format of the student evaluation form to make it easier to complete as requested by companies and ensure use of appropriate language.**

## **PROPOSED SYLLABUS OF RECORD**

### **I. Catalog Description**

SAFE 299 Experience In Cooperative Education

0 credits  
0 lecture hours  
0 lab hours  
(0c-01-0sh)

Prerequisites: SAFE 101 and one other SAFE course, and Departmental Approval.

Experience in a program designed to combine classroom theory with practical application through job related experiences. The course is open to SAFE majors and minors before completing the required Safety Sciences internship or achieving senior status for minors. Students are employed by organizations 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 can enroll twice for this course.

### **II Course Objectives**

Students completing this course will:

- Apply theory learned in the classroom to the work place.
- Describe the role of safety professionals and ascertain personal interest in safety as a career.
- Interact and communicate with Safety Professionals on topics related to the profession.
- Apply experience to problem solving in subsequent classes.

### **II. Course Outline**

Not applicable.

### **III. 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.

### **IV. Required Textbook**

None

### **V. Special Resources Requirements**

None

### **VI. Bibliography**

Not applicable.

ATTACHMENT:  
EVALUATION FORM

**CO-OP EVALUATION FORM**  
**Department of Safety Sciences**  
**Indiana University of Pennsylvania**

\_\_\_\_\_  
**Name of COOP**                      **Dates of COOP**                      **Name of Organization**

**I. Professional Performance**

- A. Did student return all loaned materials (from your organization)? Yes  No
- B. Did student remain on-site for 7 hours per day? Yes  No
- C. Was all behavior exhibited by student professional? Yes  No

If answer to any of the above is "no", please briefly explain below.

**II. Academic Performance**

Please evaluate student on the following chart and provide additional comments on back (if desired).

	Outstanding	Average	Unsatisfactory	Not Observed
Knowledge of occupational safety and health				
General application of knowledge				
Communication skills (written)				
Communication skills (oral)				
Ability to function as a member of a team				
Time utilization				
Ability to recognize and evaluate hazards and develop controls				

**III. Additional Comments**

**A. Professional Performance**

**B. Academic Performance**

**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** \_\_\_\_\_

**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

HC removed  
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

Jack C. Reed  
Department Curriculum Committee

Richard Savelle  
Department Chairperson

David E. Swain  
College Curriculum Committee

Harold E. Wingard  
College Dean # 1

\_\_\_\_\_  
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 12/6/88

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

1/92

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.

KNOWLEDGE OF OCCUPATIONAL SAFETY AND HEALTH

1  2  3  4  5  6  7  8  9  10

Has minimum 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 \_\_\_\_\_

plain what the COOP student should do to maintain this strength or improve in this area \_\_\_\_\_

PERFORMANCE (APPLICATION OF KNOWLEDGE)

1  2  3  4  5  6  7  8  9  10

Has to utilize appropriate methodology. Has many problems.

Minimum utilization of appropriate hazard methodology. Has frequent problems.

Usually utilizes appropriate evaluation methodology. Has typical problems.

Utilizes appropriate evaluation methodology. Has vary few problems.

Outstanding-has achieved a level of performance rarely seen in many interns.

No opportunity to observe.

Comments - Describe any particular strength or deficiency you have noticed in this area \_\_\_\_\_

plain what the COOP student should do to maintain this strength or improve in this area \_\_\_\_\_

1. COMMUNICATION SKILLS  
a. Written Language

1  2  3  4  5  6  7  8  9  10

Unable to express ideas clearly - ungrammatical.

Has difficulty expressing himself/herself. Sometimes ungrammatical. Can't formulate his/her 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 express ideas of varying complexity.

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 \_\_\_\_\_

b. Oral Language

1  2  3  4  5  6  7  8  9  10

or pronunciation. or 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.

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 \_\_\_\_\_

**PERSONALITY**

1	2	3	4	5	6	7	8	9	10								
Does not get along with others.			Has difficulty in getting along with others.			Has an understanding of good personal relations and satisfactorily relations 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.		
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plain what the COOP student should do to maintain this strength or improve in this area \_\_\_\_\_

**PROFESSIONAL ATTITUDE**

1	2	3	4	5	6	7	8	9	10								
Shows no interest in a profession. Makes attempt to meet minimum standards.			Shows little interest in the profession. Has difficulty achieving minimum standards. In defensive when criticized.			Has some interest in the profession. Achieves minimum standards. 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.		
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plain 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 efforts at allocating 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.
COMMENTS - Describe any particular strength or deficiency you have noticed in the area									
<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"/>
Highly organized individual. Plans time usage on a prioritized basis. Little wasted time or effort. Gets work done promptly.			No opportunity to observe.						

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 but had ideas for new programs and hazard controls but these were frequently unworkable.			Good ability to see program needs. Ideas for hazard controls and programs generally good but not always practical or appropriate.
COMMENTS - Describe any particular strength or deficiency you have noticed in the area									
<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"/>
Was very perceptive in recognizing novel and well thought out ideas for new programs and hazard controls.			No opportunity to observe.						

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  
117 Johnson Hall  
Pennsylvania University of Pennsylvania  
Philadelphia, PA 15701

Signed  
Position  
Address

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_