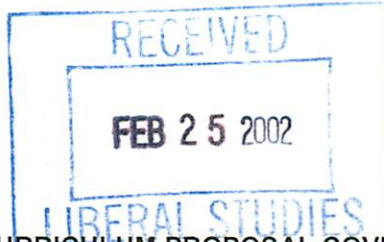


LSC Use Only *WI 211*
Number:
Submission Date:
Action-Date:



02-16

UWUCC USE Only *01-56*
Number:
Submission Date:
Action-Date:

App UWUCC - 9/24/02
App Senate - 11/5/02

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Dr. Lon Ferguson Phone 7-3019
Department Safety Sciences

II. PROPOSAL TYPE (Check All Appropriate Lines)

<input checked="" type="checkbox"/>	COURSE	<u>Internship</u>	Suggested 20 character title
<input type="checkbox"/>	New Course*		Course Number and Full Title
<input checked="" type="checkbox"/>	Course Revision	<u>SAFE 493 Internship</u>	Course Number and Full Title
<input type="checkbox"/>	Liberal Studies Approval* for new or existing course		Course Number and Full Title
<input type="checkbox"/>	Course Deletion		Course Number and Full Title
<input type="checkbox"/>	Number and/or Title Change		Course Number and Full Title
<input checked="" type="checkbox"/>	Course or Catalog Description Change	<u>SAFE 493 Internship</u>	Old Number and Full Old Title
		<u>SAFE 493 Internship</u>	New Number and Full New Title
<input type="checkbox"/>	PROGRAM:	<input type="checkbox"/> Major	<input type="checkbox"/> Minor <input type="checkbox"/> Track
<input type="checkbox"/>	New Program*		Program Name
<input type="checkbox"/>	Program Revision*		Program Name
<input type="checkbox"/>	Program Deletion*		Program Name
<input type="checkbox"/>	Title Change		Old Program Name



Rev.

III. APPROVALS (Signatures and Date)

Lon H. Ferguson 12/15/02
Department Curriculum Committee

Lon H. Ferguson 12/15/02
Department Chair

Mary E. Seunber 2/18/02
College Curriculum Committee

Charles J. Zani 20 Feb 02
College Dean

Cheryl Shelton 2-28-02
*Director of Liberal Studies (where applicable)

*Provost (where applicable)

Course Description

SAFE 493 INTERNSHIP

var 1 – 6 sh

Prerequisites: Senior Standing, all required courses in major

The students apply hazard assessment and management practices to actual workplace safety issues which requires the student to visit workplace sites. A two-hour weekly debriefing session involves the students in developing their written and oral communication skills. All Safety Sciences Students are required to take an internship, either SAFE 488 or SAFE 493.

Syllabus of Record

I. Catalog Description

SAFE 493 INTERNSHIP

var 1 - 6 sh

Prerequisites: Senior Standing, all required courses in major

The students apply hazard assessment and management practices to actual workplace safety issues which requires the student to visit workplace sites. A two-hour weekly debriefing session involves the students in developing their written and oral communication skills. All Safety Sciences Students are required to take an internship, either SAFE 488 or SAFE 493.

II. Course Objectives

Each student completing the internship will:

- A. recognize, evaluate, and recommend in writing methods to control hazards in at least two hazard categories from each of the following areas:
 - occupational injury prevention
 - occupational illness presentation
 - fire protection
 - ergonomics, systems safety, and environmental protection
- B. develop written programs that will help prevent injuries and/or illnesses in at least two relevant aspects in each of the following issues:
 - occupational injury prevention
 - occupational illness presentation
 - fire protection
 - ergonomics, systems safety, environmental protection
- C. communicate safety issues effectively, both in writing and verbally
- D. prepare and present a safety training session
- E. demonstrate effective use of time for completing activities on site and assignments
- F. adhere to accepted codes of ethics that apply to the profession

III. Course Outline

A. On-site Visits (192 hours)

The primary learning mechanism in this course is to have interns make four (4) sets of visits to a variety of industrial, construction, institutional or governmental sites to carry out in-depth assignments made by Safety Sciences Faculty. These assignments are carried out under the general guidance of an on-site supervisor and the results are presented in a detailed report for evaluation by Safety Sciences Faculty. Students will normally go in pairs and a typical set of visits will require the students to visit the site on six separate days. The visits are typically made to the sites Tuesday and Thursday of each week for eight (8) hours each day.

B. Classroom Debriefing (28 hours)

A two-hour weekly class that occurs Friday afternoon is used as a debriefing session. During these sessions the interns share via oral presentations and discussion their internship experience, observations, and problems to which they have been exposed at field locations. Various in-class-writing assignments relevant to their on-site experience are given.

C. Other Activities to Support On-Site Visits (Minimum of 20 hours)

Each intern must meet with his/her assigned faculty coordinator to review the methods to conduct their assignments and the form and content of their written reports. Students are required to prepare for the onsite visits, such as, obtain the necessary equipment from the department, and calibrate equipment where necessary.

IV. Evaluation of Interns

Grading for the course is weighted as follows:

A. Technical Reports (60% of course grade)

Each intern will write a report for each of the four internship sites she or he will visit during the semester. The weighting for each section in a report is determined by the faculty coordinator and can vary section by section depending on the degree of difficulty for each assignment. Reports will be graded by section with each section containing the results of one of the intern's assignments. The department's standard grading criteria are shown in Attachment #1.

B. Classroom Work (28% of course grade)

Evaluation of classroom work is divided into two parts. The first involves the evaluation of students' presentations (13%), which also includes participation in discussions resulting from their classmates' oral presentations. The second part of the evaluation requires students to complete four in-class writing exercises (total 15%). Attachment #2 contains the criteria for grading the in-class writing assignments.

C. On-site Supervisors' Evaluation (12% of course grade)

Each intern has an on-site supervisor at each of the four internship sites she or he visits. The site supervisor will evaluate each of the two visiting interns individually.

V. Grading Scale

The following grading scale will be used to assign letter grades for this course:

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = Below 60%

VI. Required Textbooks, Supplemental Books and Readings

No texts, supplemental books and readings are required. It is presumed that interns will have access to textbooks used in previous safety sciences classes.

VII. Special Resource Requirements

Each intern is required to purchase steel-toed shoes and eye protection in the form of spectacles with side shields meeting the American National Standards Institute standards for these two items of personal protective equipment (PPE). The internship sites are asked to supply any additional PPE to the interns required at the internship site.

Each intern is responsible to furnish transportation to and from the internship sites. The intern is responsible for transportation to IUP to consult with faculty, obtain equipment and to attend the Friday debriefing sessions.

VIII. Bibliography

Accident Prevention Manual: Administration & Programs (12th Ed). Chicago: National Safety Council, 2000.

Accident Prevention Manual for Business & Industry: Environmental Management (2nd Edition). Chicago: National Safety Council, 2000.

Accident Prevention Manual: Engineering and Technology (11th Ed). Chicago: National Safety Council, 1997.

Fundamentals of Industrial Hygiene (4th Edition). Chicago: National Safety Council, 1996.

Lockout/Tagout. Chicago: National Safety Council, 1995.

Occupational Health and Safety (3rd Ed). Chicago: National Safety Council, 2000.

Occupational Safety and Health Standards, www.osha.gov

Part II. Description of the Curriculum Change (Continued)

2. Summary of the Proposed Revisions

a. Catalog Description

In general, the course description was simplified to include the basic purpose of internship and to explain the debriefing sessions. Information in the old description that was not directly related to the course description has been removed.

Old Catalog Description:

SAFE 493 Internship

var – 6sh

Prerequisites: Senior standing, all required courses in major

All Safety Sciences majors are expected to take this course. It is conducted away from the university at various industrial enterprises. Students are required to provide their own transportation. Intended to allow the student to apply hazard assessment and safety management practices to actual industrial situations while at the same time being exposed to complexities of industrial environment.

New Catalog Description

SAFE 493 INTERNSHIP

var 1 – 6 sh

Prerequisites: Senior Standing, all required courses in major

The students apply hazard assessment and management practices to actual workplace safety issues which requires the student to visit workplace sites. A two-hour weekly debriefing session involves the students in developing their written and oral communication skills. All Safety Sciences Students are required to take an internship, either SAFE 488 or SAFE 493.

b. Course Objective

This section has been completely revised and the old two objectives have been expanded to seven objectives that are now stated using action verbs.

c. Course Outline

The old syllabus of record included four major components to the course outline with no reference to time. The new syllabus of record updates the actual activities completed during internship to the three activities of: on-site visits, debriefing sessions, and other support activities with hours included for each.

Part II. Description of the Curriculum Change (Continued)

d. Evaluation of Interns

This section was changed by simplifying the old syllabus of record which spent considerable time explaining how writing was used in the course and how it would be evaluated. The new syllabus of record attaches two grading rubrics to explain how the technical reports and the in-class writing assignments will be evaluated.

In this section, the weight for the on-site supervisors' evaluation was lowered from 15% to 12% to allow the debriefing session which includes both in-class writing and oral presentations to be increased from 25% to 28%.

e. Bibliography

The old syllabus did not have this section so it was added.

3. Rationale for the Proposed Revisions

a. Catalog Description

The old syllabus was dated and included several statements that are no longer factual. For example, since the original approval of this course, we have given the students the choice of another internship course SAFE 488, which is 12 credits; therefore all majors are no longer expected to take the SAFE 493 course, but to choose between this 6-credit internship and SAFE 488. Therefore this statement must be removed. Further, the old description indicates that interns will go to industries only. Today our interns have a variety of exposures beyond industry such as hospitals, schools, county and a local government, the U.S. Postal Service, etc. The term industrial was replaced with the more broad term workplace to reflect this change.

b. Course Objectives

The old objective was directed at faculty and their overall objectives for internship. The new objectives are much more specific and are written as outcome behaviors for the students. These new objective are consistent with course outcomes.

c. Course Outline

The number of criteria in this section was reduced to three to represent what was actually occurring in the current course. In addition, grading rubrics were used to explain the criteria for the evaluation of the technical reports and for the in-class writing exercises. It was believed the grading rubrics would provide the students more information on the criteria for these assignments and also provide more consistency in the evaluation by faculty. Hours for each of the criteria within the outline were added to reflect the four credit hours of lab and the two credit hours of lecture.

Part II. Description of the Curriculum Change (Continued)

d. Course Evaluation

One problem that we were having is that the interns do not put forth much effort in discussing the information presented by another intern during that intern's oral debriefing presentation. It was thought this lack of discussion was because it only accounted for 2.5% of the intern's grade. By doubling the value of the debriefing discussion to 5% of the intern's grade it is anticipated the interns will take this part of their experience more seriously and therefore be more active participants. To accomplish this the value for the on-site supervisors' evaluation was reduced from 15% to 12% of the intern's grade. It was felt this reduction was warranted because this evaluation can sometimes not reflect the experience of the intern while on site. That is to say, even with our best efforts of reminding the on-site supervisors to send in their evaluations of the interns, some do not do so. Since each intern goes to four locations during a semester, the intern should receive four on-site supervisors' evaluations. Sometimes an intern may only receive three, two or, on rare occasions, one on-site supervisor's evaluation. As supervisors fail to send in their evaluations each of the other supervisors who do send in their evaluations has more weight given to their evaluations.

e. Bibliography

The old syllabus did not have a bibliography so one was added to the new syllabus of record.

4. Old Syllabus of Record

Attached.

5. Liberal Studies – Writing Intensive Course

SAFE 493 Safety Sciences Internship is a department writing-intensive course. This course is offered during the fall and spring semesters. A student must take this course or SAFE 488, a 12-credit Safety Internship. Students register for SAFE 493 in their senior year and must have completed all other major course requirements prior to enrolling in internship.

Part III. Letters of Support

The changes to SAFE 493 Internship do not affect other departments so letters of support from other departments were not obtained.

COURSE SYLLABUS

I. CATALOG DESCRIPTION

SA 493 INTERNSHIP

Prerequisite: Senior Standing, all required courses in major

All Safety Sciences majors are expected to take this course. It is conducted in part away from the university at various industrial enterprises. Students are required to provide their own transportation. This course allows the student to apply hazard assessment and safety management practices to actual industrial situations while at same time being exposed to complexities of the industrial environment. In-class time involves the development and practice of communication skills.

II. COURSE OBJECTIVE

To expose the student to the actual practice of industrial safety management so she/he can observe, first-hand, the hazards, control measures, and all those factors which influence the management of industrial safety programs. The course is also to reinforce the students' communications skills both oral and written.

III. COURSE OUTLINE

- A. The primary learning mechanism in this course is to have interns (usually in pairs) make four (4) sets of visits to a variety of industrial-institutional sites to carry out in-depth assignments made by SA Faculty. These assignments are carried out in conjunction with an on-site supervisor and the results discussed in a detailed written report. These reports are graded by the SA Faculty but an ungraded copy goes to the on-site supervisor for use at the internship site. More details are given in Attachment A.
- B. A typical set of internship assignments for a pair of interns is shown on the "Briefing Sheet" (Attachment B)
- C. There is a debriefing session/in-class meeting held each Friday afternoon. The purposes of these sessions are:
 1. Provide a means for interns to share internship experiences, observations and concepts to which they have been exposed at field locations.
 2. Give interns additional practice in organizing and delivering short oral presentations.
 3. Enhance the interns' writing skills on assigned subjects. This is non-technical writing serving a different function than the internship reports. The results of these exercises are not normally shared with on-site supervisors.
 4. See the Debriefing Presentation Guide (Attachment C)
- D. Reports will be graded by sections. Students must sign, taking responsibility for the specific report sections. A Grading Sheet for Internship Reports is shown in Attachment D.

IV. EVALUATION OF INTERNS

See attachment A for details. Grading summary for the course is as follows:

- 60% - Technical Reports
- 25% - Debriefing Sessions
- 15% - On-site Supervisor Evaluation (Evaluation form is shown as Attachment E)