

CURRICULUM PROPOSAL FORM  
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

|        |           |             |
|--------|-----------|-------------|
| Number | <u>40</u> | <u>1A+B</u> |
| Action | _____     | _____       |
| Date   | _____     | _____       |

I. TITLE/AUTHOR OF CHANGE

COURSE/PROGRAM TITLE SA299 - Initial Experience in Cooperative Education  
SA399 - Subsequent Experience in Cooperative Education

DEPARTMENT Safety Sciences

CONTACT PERSON R.E. McClay

II. APPROVALS

Jack C. Reed  
Department Curriculum Committee

Richard J. ...  
Department Chairperson

Thomas J. ...  
College Curriculum Committee

Harold E. ...  
College Dean

\_\_\_\_\_  
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 SYLLAEUS

### I. CATALOG DESCRIPTION

SA299 - Initial Experience in Cooperative Education - 0 sh.

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, only one of which may be a summer experience.

SA399 - Subsequent Experience in Cooperative Education - 0 sh.

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, only one of which may be a summer experience.

## 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.

## COURSE ANALYSIS QUESTIONNAIRE

### A. DETAILS OF THE COURSE

- A1. The COOP experience allows the student to see first hand the actual functions performed by the Safety Professional. This makes subsequent course work more relevant and sharpens the students' perspective on career options. Students learn how industrial organizations function and the actual practice of hazard control.

The classroom is, and should be, the primary place where higher education disseminates information to educate the student. However, the work place cannot only be used to put this information into practice, but can allow the students to learn in new ways. It can also bring maturity to the student which will enable him/her to be a better student on campus. (We have all had experiences with the older student who has been, or is in the work place and know that, although learning for him/her can be more difficult, he/she usually is a better student).

- A2. This course will have no effect on any course now offered by the Safety Sciences Department or any other Department.
- A3. This course does not follow the traditional format, it is instead a type of experiential education carried out at an off-campus worksite.
- A4. This course has been offered by the Safety Sciences Department (with the Provosts' approval) on a trial basis. The list of past COOP students and locations is Attachment 2 to this proposal and a course evaluation is included as Attachment 3.
- A5. This is not a dual level course.
- A6. This course is not to be taken for credit.
- A7. Other universities offering this course are Northeastern University, Drexel, Akron and other schools in the northeast. U.S. offer COOP coursework on a regular basis. Over two hundred thousand higher education students participate in the national cooperative education programs each year.
- A8. This course is not required, by a professional society, however potential employers of Safety Science graduates strongly endorse the COOP course for Safety Science students.

B. INTERDISCIPLINARY IMPLICATIONS

- B1. One or possibly more departmental COOP coordinators will administer the program. The faculty member, other places referred to as the COOP Coordinator, will receive a load of 1/8 credit for each COOP student being supervised that is not receiving credit.
- B2. There will not be any additional or corollary courses needed.
- B3. There is no relationship between the course and courses offered by other Departments.
- B4. Not applicable.

C. IMPLEMENTATION

C1. Resources.

- a. The development/coordinators will be responsible for developing Cooperative Education job sites for students and advising, placing and evaluating students in their respective department assignments.
- b. Existing faculty Cooperative Education coordinators will be assigned coordinating duties as 25% of their regular load. Coordinators will be responsible for recruiting, advising students, assisting with the placement of students. Finalizing, supervising and evaluating the Cooperative Education experience will be done by Safety Sciences faculty in accordance with paragraph B1.
- c. The other resource needed will be the necessity for travel funds. Travel funds for the program will be covered in part by existing departmental funds. //

C2. No grant funds are associated with this course.

C3. Students will be able to complete a COOP work experience during the Spring, Summer, or Fall terms.

C4. Not applicable. Course will not be divided into sections.

C5. Students will be accommodated as they apply, qualify and are selected, up to the number of available COOP job sites.

C6. This course will not be a curriculum requirement.

REPORT ON SAFETY SCIENCES COOP PROGRAM EVALUATION

In the Spring of 1983, the Safety Sciences Department at IUP was encouraged by Safety Professionals at IBM Inc., Kingston, NY, to pursue the development of a COOP Program. The Department was also encouraged by the office of Professional Laboratory Experiences at IUP, which funded two faculty trips to the eastern seaboard for the purpose of recruiting COOP sites. By the start of the Fall term 1983, three (3) COOP sites had agreed to the hiring of COOP students and had each selected one student to complete a COOP during the Fall term. The placement of COOP students has continued each semester until the present time, and these placements are summarized in Attachment 1.

The nature of the COOP Program established for trial purposes by the Safety Sciences Department conformed to the needs of the Department and IBM, one of the largest Corporate Sponsors of COOP Programs in the country. Students obligated themselves for two semesters of COOP activity with no academic credit attached. The COOP students were paid for their services. Safety Science COOP students were placed in positions within the safety organization of industrial firms and under the supervision of professional safety managers. They were evaluated only by their site supervisors.

Eleven (11) different Safety Science majors, sophomores and juniors, have, to date, been placed at COOP sites; one student has completed COOP periods at two separate sites and another is now completing his second period at the same site where he was first placed. The evaluations and the informal reports provided by the site supervisors have indicated satisfaction with the performance of these students. The students in turn have provided a very positive reaction to their COOP experiences.

A more formal evaluation of the COOP experiences was recently conducted using the instrument shown in Attachment 2. Each student who has served at a COOP site participated, however, the student who worked at two separate sites, evaluated these separately. This provided 12 sources of data for consideration. The returns were unanimous in claiming the COOP as a very positive learning experience:

- All students indicated that the experience substantially complimented and reinforced classroom learning.
- All students indicated that they would be better prepared to enter their chosen profession because of the COOP experience.
- All students indicated that the COOP experience was something which they could recommend to students in this and other majors.
- All students indicated that they would again volunteer to participate in a COOP experience if given the chance.
- All students indicated that they received adequate direction and supervision at the coop site.

Students were also questioned about the problems which they experienced in leaving IUP, relocating, and returning to IUP. The summary of problems experienced, (Attachment 3) shows that the problems were significant but not critical. The students also provided good insight into how these problems could be minimized. The problems of greatest significance fall into two (2) categories:

\_\_\_Problems associated with late placements at the site.

\_\_\_Problems associated with housing at the COOP site.

The other problems were more random, but should be and can be effectively addressed.

Our inexperience with COOP Program set-ups has caused some of the arrangements to be finalized late and the students to be more rushed into relocating than should be the case. A more long-term approach is being put into effect and should minimize the related problems.

We have not apparently been enough involved with providing COOP students with housing information and assistance in finding housing at the COOP site. A more active role here for the IUP SA-COOP Program Coordinator will provide this needed assistance.

Faculty loading for COOP Coordination has not been provided out of teaching contracts in the Safety Sciences Department to date. Since no contractual loading formula exists for COOP Faculty loading, it seems desirable to maintain the zero credit feature of the COOP experience until a suitable formula can be negotiated between IUP administration and APSCF. We believe that small pilot COOP Programs can be developed in many academic departments to establish feasibility and the value of the learning experience before academic credits are assigned.



COOPERATIVE EDUCATION EVALUATION FORM

3/85

COOP's Name \_\_\_\_\_ Date \_\_\_\_\_ Name of firm \_\_\_\_\_

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.

|   |                            |                            |   |                            |                            |  |                            |                            |  |
|---|----------------------------|----------------------------|---|----------------------------|----------------------------|--|----------------------------|----------------------------|--|
| <input type="checkbox"/> 1                        | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4                              | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7                                   | <input type="checkbox"/> 8 | <input type="checkbox"/> 9 | <input type="checkbox"/> 10                                |
| 1. KNOWLEDGE OF OCCUPATIONAL SAFETY AND HEALTH    |                            |                            |   |                            |                            |  |                            |                            |  |
| 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. |
| <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"/>                                   |

Check ONE block only on each line below.

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 should do to maintain this strength or improve in this area \_\_\_\_\_

|   |                          |                          |   |                          |                          |  |                          |                          |   |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|--|--------------------------|--------------------------|---|
| 2. PERFORMANCE (APPLICATION OF KNOWLEDGE)   |                          |                          |   |                          |                          |  |                          |                          |   |
| Fails to utilize appropriate standards 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 very few problems. |
| <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"/>  |
| Outstanding - has achieved a level of performance rarely seen in student interns. |                          |                          |   |                          |                          |  |                          |                          |   |

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

Explain what the COOP 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. |
| <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 |                          |                          |  |                          |                          |  |                          |                          |   |

Outstanding ability to cooperate and obtain cooperation from others.

Explain what the COOP 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. |
| <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 |                          |                          |  |                          |                          |  |                          |                          |   |
| Explain what the COOP should do to maintain this strength or improve in this area       |                          |                          |  |                          |                          |  |                          |                          |   |

Has a keen and sustaining interest in the profession. Eager to work beyond requirements. Invites criticism and accepts it gratefully.

Explain what the COOP 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 performance.)

Safety Sciences Department  
2A Uhler Hall  
INDIANA UNIVERSITY OF PENNSYLVANIA  
Indiana, PA 15705

Signed

Position

Address

SUMMARY

SAFETY SCIENCES COOP PLACEMENTS 1983-84

| <u>COOP SITE</u>                              | <u>FALL 1983</u>  | <u>SPRING 1984</u> | <u>SUMMER 1984</u> | <u>FALL 1984</u>   |
|---|-------------------|--------------------|--------------------|--------------------|
| Allied Chemical Co.<br>Morristown, NJ         | Kim<br>Rebort     | ----               | ----               | ----               |
| IBM<br>Kingston, NY                           | Dennis<br>Simmers | John<br>Mikan      | Donna<br>Bartha    | Dennis<br>Simmers  |
| IBM<br>Raleigh, NC                            | ----              | Julie<br>Hoffman   | Tania<br>Cover     | John<br>Mouser     |
| Philadelphia Electric Co.<br>Philadelphia, PA | Jeff<br>Hallman   | Brian<br>O'Neill   | Brian<br>O'Neill   | Thomas<br>Halligan |
| Philadelphia Naval Shipyard                   | ----              | ----               | James<br>McDermott | ----               |
|   |                   |                    | Jeff<br>Hallman    |                    |

CCOP STUDENT QUESTIONNAIRE RESPONSE SUMMARY

1. Location (s) where CCOP experience was gained Five different locations  
 were visited by participants in this evaluation.

2. Date of CCOP experience: From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

3. Anticipated graduation date \_\_\_\_\_

4. Did your CCOP experience substantially complement and reinforce classroom learning in your major? Yes 12 No-- 0 Uncertain 0

5. Was the CCOP experience a learning experience that you could recommend to other students in your major? Yes 12 No 0 Uncertain 0

6. Was the CCOP experience a learning experience that you could recommend to students in other majors? Yes 12 No 0 Uncertain 0

7. Did you receive adequate direction and supervision at your CCOP location? Yes 12 No 0 Uncertain 0

8. Will you be better prepared to enter your chosen profession because of your CCOP experience? Yes 12 No 0 Uncertain 0

9. If you had it to do over, would you again volunteer to complete a CCOP experience? Yes 12 No 0 Uncertain 0

10. Which choice below best describes the problems you experienced in leaving your classes at IUP to begin your CCOP experience. (check one).

|                                   |                                    |  |                                    |                                      |
|-----------------------------------|------------------------------------|--|------------------------------------|--------------------------------------|
| <u>3</u>                          | <u>3</u>                           | <u>5</u>                                       | <u>1</u>                           | <u>0</u>                             |
| No real problems were experienced | Problems minor and easily overcome | Moderate problems experienced, easily overcome | Major problems which were overcome | Problems which could not be overcome |

11. Which choice below best describes the problems you experienced in getting established at your CCOP location (check one).

|                                   |  |   |                              |                                      |
|-----------------------------------|--|---|------------------------------|--------------------------------------|
| <u>0</u>                          | <u>8</u>                                     | <u>4</u>  | <u>0</u>                     | <u>0</u>                             |
| No real problems were experienced | Problems were minor and were easily overcome | Moderate problems were experienced and overcome | Major problems were overcome | Problems which could not be overcome |

12. Which choice below best describes the problems your experienced in returning to IUP to resume classes (check one).

|                                   |  |   |                              |                                      |                        |
|-----------------------------------|--|---|------------------------------|--------------------------------------|------------------------|
| <u>5</u>                          | <u>4</u>                                     | <u>0</u>  | <u>1</u>                     | <u>0</u>                             | <u>2*</u><br><u>NA</u> |
| No real problems were experienced | Problems were minor and were easily overcome | Moderate problems were experienced and overcome | Major problems were overcome | Problems which could not be overcome |                        |

\*These CCOP Students are still working at their first CCOP-site.

13. Briefly summarize your COOP experience and the benefits you gained from it.

14. Briefly explain the problems you've experienced in the COOP program and recommend ways in which these could be avoided.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SUMMARY

OF PROBLEMS EXPERIENCED BY COOP STUDENTS

|   |             |
|---|-------------|
| Late Notification of selection by COOP site.              | 5 out of 12 |
| Difficulty in leaving IUP Housing Arrangement.            | 3 out of 12 |
| Difficulty in locating Housing at COOP site.              | 7 out of 12 |
| Difficulty in Registering for classes upon return to IUP. | 1 out of 12 |
| Inadequate Orientation by COOP site.                      | 1 out of 12 |
| Problems in Maintaining Financial and Arrangements.       | 1 out of 12 |
| Difficulty in the Selection Process.                      | 1 out of 12 |