

LSC Use Only No:	LSC Action-Date:	UWUCC USE Only No.	UWUCC Action-Date:	Senate Action Date:
		04-46i	Appr 3/22/05	Appr 4/26/05

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person Dr. Lon Ferguson	Email Address Ferguson@iup.edu
Proposing Department/Unit Safety Sciences	Phone 7-3019

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

1. Course Proposals (check all that apply) ☐ New Course ☐ Course Prefix Change ☐ Course Deletion ☒ Course Revision ☐ Course Number and/or Title Change ☐ Catalog Description Change		
SAFE 488 Internship		
<u>Current</u> Course prefix, number and full title		<u>Proposed</u> course prefix, number and full title, if changing
2. Additional Course Designations: check if appropriate ☐ This course is also proposed as a Liberal Studies Course. ☐ Other: (e.g., Women's Studies, Pan-African) ☐ This course is also proposed as an Honors College Course.		
3. Program Proposals ☐ New Degree Program ☐ Program Title Change ☐ Program Revision ☐ New Minor Program ☐ New Track ☐ Other		
<u>Current</u> program name		<u>Proposed</u> program name, if changing
4. Approvals		
Department Curriculum Committee Chair(s)	Lon Ferguson	1/12/05
Department Chair(s)	Lon Ferguson	1/21/05
College Curriculum Committee Chair	Edna Beth Palmer	1/28/05
College Dean	Carleen F. Foxe	2-1-05
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)		
UWUCC Co-Chairs	Gail Sedquist	3-22-05

FEB - 1 2005

Course Revision: SAFE 488 Internship

Part II. Description of the Curriculum Change

1. Syllabus of Record.

The new syllabus of record for this revised course is attached in Appendix A.

2. A summary of the proposed revisions:

- a. Change in course description to remove the mileage limitation of 500 miles and changing of the course prerequisites from the minimum overall GPA to 3.0 and the SAFE Major GPA to 3.2.

New Course Description:

SAFE 488 Internship

12 cr

Prerequisites: Senior standing, all required courses in major, minimum of 3.0 overall and 3.2 GPA in major, and departmental consent.

This course is a practicum conducted at an approved occupational setting. Students are required to conduct four major projects which will be developed in collaboration between the faculty supervisor and the internship supervisor. Students are accountable to an on-site supervisor and are required to remain in close contact with a Safety Sciences faculty coordinator.

Old Course Description:

SA 488 Internship

12 sh

Prerequisites: Senior standing, all required courses in major, minimum of 2.8 overall and 3.0 GPA in major, and consent.

This course is a practicum conducted at an approved occupational setting up to 500 miles away from IUP. Students are required to conduct four major projects. One project will be from each of the following areas: Safety Management, Industrial Safety, Industrial Hygiene, and Fire Protection. Students are accountable to an on-site supervisor and are required to remain in close contact with a Safety Sciences faculty coordinator.

- b. The original two course objectives were updated and expanded to reflect current course outcomes.
- c. Format the new syllabus to meet UWUCC requirements, remove sections on Report Format, Projects, and Coordinator Visitation and add sections on Course Outline and Bibliography.

- d. Expand section on Professional Conduct of the Student to discuss issues related to accepting and rejecting internship sites.

3. Justification/rationale for the revision.

The primary reason for this revision was to revise course prerequisites. Specifically, to raise the minimum GPA requirements to 3.0 overall and 3.2 in SAFE major. Many of the major corporations (PPG, ALCOA, and GM) that support our full time internship program are now requiring students they hire for internships to have a minimum 3.0 GPA. This has made it increasingly difficult for students with an overall GPA below 3.0 to find internship companies that will hire them.

These revisions were necessary to update these revisions were also necessary to update the syllabus of record to meet UWUCC requirements and to update the course objectives to better reflect course outcomes. The department has had a few isolated cases of what we consider unprofessional behavior by students. Specifically, the students have accepted paid internship opportunities and then with very little notice have declined these opportunities to accept other internships. It was believed by our Advisory Committee that we needed to make it more clear in the syllabus that this was considered unprofessional student conduct.

4. The old syllabus of record.

The old syllabus of record is attached in Appendix B.

5. Liberal Studies course approval.

This course was approved as a Type II Department Writing Intensive Course during the Fall 2004 semester. The changes to the syllabus do not affect the writing intensive requirements for this course. However, a written notice along with this course proposal was forward to the Liberal Studies Committee as recommended by Dr. Mary Sadler.

Part III. Letters of Support or Acknowledgement

These course changes will not affect other departments, therefore letters of support from other departments were not obtained.

Appendix A: New Syllabus of Record

SAFE 488 Internship

I. Catalog Description

SAFE 488 Internship

12 cr

Prerequisites: Senior standing, all required courses in major, minimum of 3.0 overall and 3.2 GPA in major, and departmental consent.

Conduct a practicum at an approved occupational setting. Students are required to complete four major projects which will be developed in collaboration between the faculty supervisor and the internship supervisor. Students are accountable to an on-site supervisor and are required to remain in close contact with a Safety Sciences faculty coordinator.

II. Course Objective

Each student completing the internship will:

A. recognize, evaluate, and recommend in writing methods to control hazards in at least four hazard categories from the following areas:

- occupational injury prevention
- occupational illness presentation
- fire protection
- ergonomics,
- systems safety, and
- environmental protection

B. communicate safety issues effectively and will develop their technical writing skills by completing four formal technical reports.

C. demonstrate effective use of time for completing activities and assignments

D. adhere to accepted codes of ethics that apply to the profession

III. Course Outline

The primary learning mechanism in this course is to have interns complete four 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. The intern is expected to complete the equivalent of 12 weeks of internship work; 40 hours per week. In addition to the academic assignments, the intern should expect to complete safety-related duties assigned by his/her internship on-site supervisor.

All information associated with the assignment is to be kept confidential by the intern. It must not be discussed with anyone outside the internship organization and the Safety Sciences faculty without prior written approval from the internship organization.

Professional Conduct of the Student

Each student is required to complete this internship in a professional manner. It is expected that the intern will put forth his/her best efforts at all times and conduct his/her duties honestly and with integrity. The student must at all times be conscious of the fact that his/her performance is representative of IUP, the Safety Sciences Department, and future interns. Unprofessional behavior or performance that brings discredit to the intern, the University, or the Safety Sciences program will not be tolerated. The department considers it to be unprofessional behavior for a student to accept an internship position and then later decline that same position to accept another position. This type of unprofessional behavior as well as any intern prematurely terminated by his/her employer shall be subject to appropriate action, including the assignment of an "F" for the course.

IV. Evaluation Methods

Grading for the course is weighted as follows:

A. Technical Reports (80% of course grade)

Each intern will write four internship reports with the weighting for each section in a report is determined by the faculty coordinator 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 is included in the Student Guide to Internship which is provided to all students prior to the start of their internship.

B. On-site Supervisors' Evaluation (20% of course grade)

The on-site supervisor will be requested by the faculty site coordinator to complete and review both a mid-point and final evaluation with the intern. Only the final evaluation of the on-site supervisor will count toward the internship grade.

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% or unprofessional behavior that results in premature termination by the internship employer.

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 the personal protective equipment required by the internship site. All required personal protective equipment must meet applicable American National Standards Institute Standards.

Each intern is responsible to furnish transportation to and from the internship site.

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

Appendix B: Old Syllabus of Record

SAFE 488 Internship

I. Catalog Description

SAFE 488 Internship

12 cr

Prerequisites: Senior standing, all required courses in major, minimum 2.8 cumulative GPA and 3.0 GPA in major, and consent.

A practicum conducted at an approved occupational setting up to 500 miles away from IUP. Students are required to conduct four major projects. One project will be from each of the following areas: Safety Management, Industrial Safety, Industrial Hygiene, and Fire Protection. Students are accountable to an on-site supervisor and are required to remain in close contact with a Safety Sciences faculty coordinator.

II. Course Objectives

- A. The intern will apply safety sciences principles and concepts in a workplace setting. This is accomplished by having the student work on safety sciences projects for one internship organization for a twelve (12) week period.
- B. The intern will develop their technical writing skills by completing four formal technical reports.

III. Evaluation Methods

The grade will be calculated as follows:

A total of four (4) reports, each worth 20% of the final grade	80%
Evaluation by internship supervisor	20%

The specific criteria to be used in grading reports are:

- A. technical accuracy
- B. clarity of discussion
- C. organization
- D. depth of explanation/research
- E. appropriateness of recommendations
- F. writing, spelling, references

Grading Scale:

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
≤ 59%	F

IV. Professional Conduct of the Student

Each student is required to complete this internship in a professional manner. It is expected that the intern will put forth his/her best efforts at all times and conduct his/her duties honestly and with integrity. The student must at all times be conscious of the fact that his/her performance is representative of IUP, the Safety Sciences Department, and future interns. Unprofessional behavior or performance that brings discredit to the intern, the University, or the Safety Sciences program will not be tolerated. Any intern prematurely terminated by his/her employer shall be subject to appropriate action, including the assignment of an "F" for the course.

V. On-Site Work

An employee of the internship organization will supervise each student. The intern is expected to complete the equivalent of 12 weeks of internship work; 40 hours per week. The intern is responsible to the internship organization and the Safety Sciences Department for personal conduct and the completion of all assignments. In addition to the academic assignments, the intern should expect to complete safety-related duties assigned by his/her internship on-site supervisor.

All information associated with the assignment is to be kept confidential by the intern. It must not be discussed with anyone outside the internship organization and the Safety Sciences faculty without prior written approval from the internship organization.

VI. Intern Contact with Faculty Site Coordinator

As an additional requirement, the intern must consult with his/her assigned faculty site coordinator each week by telephone. Further telephone contact is encouraged whenever a question arises.

VII. Coordinator Visitation

The faculty site coordinator will visit the internship site at least once or more (in accordance with IUP Internship Policy). This visit is for purposes of reviewing the intern's progress and ascertaining what improvements, if any, must be made.

VIII. On-Site Supervisor Evaluation

The on-site supervisor will be requested by the faculty site coordinator to complete and review a mid-point evaluation with the intern. Only the final evaluation of the on-site supervisor will count toward the internship grade.

IX. Projects

One report is required for each of the four (4) major projects (usually consisting of several subparts) listed below:

- A. Safety Engineering – to include hazard assessments and safety program development/evaluation.
- B. Industrial Hygiene – to include a health hazard assessment (using instrumentation) and health program development/evaluation.
- C. Fire Protection – to include hazard assessments and fire protection program development/evaluation.
- D. Other – to include any assignment beyond those above and may include Ergonomics and System Safety assignments.

Note: At least one Ergonomics or System Safety assignment will be included among the above projects.

X. Report Format

Reports must be typed. Illustrations must be used whenever useful. Tables and charts must be labeled and numbered. Correct spelling, grammar, footnotes/endnotes are required. Reports will consist of the following sections:

- A. Executive Summary – a one or two-page overview of the assignments, findings and summary of important recommendations.
- B. Table of Contents – a listing of each major subsection along with the associated page number on which the subsection begins.
- C. Introduction – should introduce the reader to the facility and the purpose of the report.
- D. Text – a logically organized discussion of each assignment, explaining all work completed, how it was conducted, theoretical background where appropriate, all standards or accepted practices which apply, conclusions and a discussion and justification of all recommendations being made to the internship organization. The exact topics to be covered in the text will be listed on the Internship Briefing Sheet. However, the intern is responsible for organizing the text in a readable and logical fashion (the order in which assignments are listed may not necessarily be the most logical order for the report).

- i. Whenever hazard controls are assessed, the following elements must be included:
 - A complete description of the hazard and the existing control measures.
 - An explanation (immediately following) of the required or recommended control measures.
 - A comparison of existing against required control measures and a conclusion about the adequacy of existing control measures.
- ii. Whenever a program is evaluated, the following elements must be included:
 - A complete description of the program.
 - An explanation of applicable standards, and standard practices.
 - A comparison of the current program against the standards and standard practices.
- E. Summary – a summary of the main points discussed in the text is expected. This will be followed by an itemized listing of all recommendations developed within the text section.
- F. Bibliography – all sources used by the intern such as research texts, periodicals, corporate documents and professional interviews must be referenced and listed properly in this section.

Appendix C: Catalog Description

SAFE 488 Internship

12 cr

Prerequisites: Senior standing, all required courses in major, minimum of 3.0 overall and 3.2 GPA in major, and departmental consent.

Conduct a practicum at an approved occupational setting. Students are required to complete four major projects which will be developed in collaboration between the faculty supervisor and the internship supervisor. Students are accountable to an on-site supervisor and are required to remain in close contact with a Safety Sciences faculty coordinator.

Lon Ferguson

From: "Mary Sadler" <MSADLER@iup.edu>
To: "Lon Ferguson" <ferguson@iup.edu>
Sent: Thursday, January 27, 2005 8:08 AM
Subject: Re: SAFE 488

Hi Lon,

If nothing except the prerequisite is changing, it will suffice to send written notice to the LSC that this is the only change along with a copy of the new proposal for our files. Thanks, Mary

----- Original Message -----

From: Lon Ferguson
To: msadler@iup.edu
Cc: Lon Ferguson
Sent: Wednesday, January 26, 2005 5:52 PM
Subject: SAFE 488

Hi Mary:

The department received approval last semester to offer SAFE 488 as a department writing intensive course. At today's UWUCC it was asked if we needed Liberal Studies Approval to change the prerequisites for this course. Specifically, we are changing the SAFE Major GPA from a 2.8 to a 3.0. There are no other changes but Lisa Palmer asked me to email you to see if you needed to see the course revision.

Your input would be appreciated!