

MAY - 3 1994

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

UWUCC USE Only
Number: 94-40
Submission Date: App 2/28/95
Action-Date: Senate 4/4/95

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Jack C. Reed Phone 357-3017
Department of Safety Sciences

II. PROPOSAL TYPE (Check All Appropriate Lines)

SA 492 **COURSE** Saf-Sci Internship
Suggested 20 character title

New Course* _____
Course Number and Full Title

Course Revision SA 492 Safety Sciences Internship
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 SA 493 Internship
Old Number and/or Full Old Title

SA 492 Safety Sciences Internship
New Number and/or Full New Title

Course or Catalog Description Change SA 492 Safety Sciences Internship
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)

Jack C Reed
Department Curriculum Committee

Robin Bourke 3-30-94
Department Chair

C. Sue Snyder
College Curriculum Committee

David E. Wingard
College Dean

+ Director of Liberal Studies (where applicable)

*Provost (where applicable)

PART II. DESCRIPTION OF CURRICULUM CHANGE

1. SYLLABUS OF RECORD

I. Catalog Description

SA 492 Safety Sciences Internship 12sh

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 over the course of the summer. 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. Offered in summer only.

II. Course Objectives

The student will be able to:

1. Evaluate the effectiveness of Safety, Health, and Fire Protection Programs
2. Develop Safety, Health, and Fire Protection Programs
3. Recognize, evaluate, and recommend controls and prevention measures for Safety, Health and Fire Hazards
4. Conduct Ergonomic studies and Systems Safety Analysis

III. Course Outline

This is an internship course, assignments are given to the intern in specific areas. There will be a minimum of four (4) major projects, consisting of several subparts and reports written in each. Assigned subject areas are in each of the subject areas below:

Safety Engineering
Industrial Hygiene
Fire Protection
Safety Management

IV. Evaluation Method

The grade will be calculated as follows:

Reports=80%
Site Evaluation=20%

V. Required textbooks, supplemental books and readings

No text is required for this course

VI. Special Resource Requirements

Only the requirements of the individual company will be necessary.

VII. Bibliography

NA

2. SUMMARY OF THE PROPOSED REVISIONS.

The proposed change in this course is in the prerequisites and the course number for SA 493 to SA 492. The department is proposing to increase the GPA required for summer interns as follows:

OLD Prerequisites

2.5 GPA Overall
2.8 GPA In the Major

NEW Prerequisites

2.8 GPA Overall
3.0 GPA In the Major

Rationale for the change

The course number is changed to differentiate between the summer internship program and the regular fall and spring program.

While internship is a required course for all Safety Science majors approximately 15-25% of these students complete the internship in the summer. Fall/spring interns complete SA internship 6 credits. All other students complete this requirement in the Fall or Spring semesters while they are located on campus. Students are required to meet with SA Faculty members on a weekly basis to consult on the details of Internship assignments and to provide status reports on current progress. They obtain reference materials and verbal feedback from the faculty. They also participate in weekly seminars with the other interns

to discuss their experiences.

Summer Interns are generally placed on a full-time basis with an organization located some distance from IUP. While students are required to remain in close contact with a Safety Sciences faculty coordinator, this usually amounts to a phone call each week and one or two site visits by the faculty member to the internship site. Most internship direction is provided by an on-site supervisor. However, this is not always as effective as might be desired. Due to this, summer interns should be more self-directed, self-confident and resourceful than an average senior level student. Their ability to work independently must be clearly established by their prior academic performance.

The safety sciences department believes that the proposed GPA requirements better establish the qualifications needed by Summer Interns and if needed, prepared to enroll more students in the Fall and Spring internship programs to achieve that end. All other aspects of the Summer Internship Course will remain the same.

4. Old syllabus of record.

There has not been a syllabus of record in the new format. Only the approved course outline therefore none is submitted for this change since this is will be the approved syllabus

PART III. LETTERS OF SUPPORT

See attached letter-

SAFETY SCIENCES SUMMER INTERNSHIP

Revised 6/92

Conduct of Course

I. Purpose To permit the intern to learn the application of Safety Science principles and concepts covered in other coursework. This is accomplished by having the student work on safety science projects at one internship site for the entire summer.

II. Grade The grade for the summer internship will be calculated as follows:

Reports (total of four worth 20% each) . . .80%
Evaluation by Internship Supervisor. . . .20%

The specific criteria which will be used in grading reports are:

1. Technical accuracy
2. Clarity of Discussion
3. Organization
4. Depth of explanation/research
5. Appropriateness of recommendations
6. Writing, spelling, reference

III. Student Conduct

Each student is required to complete this internship in a professional manner. The duties of a safety professional extend beyond those of the technical functions of conducting various safety and health hazard assessments. 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. Substandard behavior or performance which brings discredit to interns, the University or the Safety Sciences program will not be tolerated. Any intern whose conduct is such as to cause his/her internship to be prematurely terminated shall be subject to appropriate action, including the assignment of an "F" for the course.

IV. On-Site Work

Will be supervised by an employee of the internship organization. Interns are expected to complete the equivalent of 12 weeks of internship work; 40 hours per week. Interns are responsible to the internship organization for personal conduct and the completion of all assignments. In addition to the academic assignments, interns will probably be expected to also complete safety-related duties assigned periodically by the internship supervisor.

All information associated with the assignment is confidential and must not be discussed without prior approval from the internship organization. This approval must be in writing.



V. Consultation and Evaluation

As an additional requirement, interns must consult with their assigned faculty internship coordinator each week (on either Thursday or Friday) by telephone. Further telephone contact is encouraged whenever a question arises. Faculty internship coordinators will visit internship sites at least once while the interns are on site; these visits are for purposes of reviewing the interns' progress and ascertaining what improvements, if any, must be made. Internship supervisors will be requested to complete a mid-point evaluation which will be reviewed with the intern. The mid-point evaluation will not count toward the internship grade, although a final evaluation will.

VI. Reports

Normally, reports will be required as a result of four (4) major projects (usually consisting of several subparts) assigned in each of the subject areas below:

Safety Engineering
Industrial Hygiene
Fire Protection
Safety Management

Reports must be typed and properly footnoted/referenced. Usually, reports will consist of the following sections:

- a. Abstract - A one or two page overview of the assignment, 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. 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). Illustrations must be used where useful. Tables and charts must be labeled and numbered. Spelling and grammar are very important, obviously, and footnotes/endnotes required.

Whenever hazard controls are evaluated, 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.

- d. Summary - A brief summary of the main points discussed in the text is expected. This will be followed by an itemized listing of all recommendations made as a result of the assigned work.
- e. Bibliography - Most internship assignments will require the intern to research texts, periodicals, corporate documents and other sources of information. All of these sources must be referenced and listed properly in this section.

Department of Safety Sciences
Indiana University of Pennsylvania
117 Johnson Hall
Indiana, Pennsylvania 15705-1087

(412) 357-3018



INDIANA UNIVERSITY OF PENNSYLVANIA
College of Health and Human Services

DATE: February 1, 1994

SUBJECT: Supervisory Visits for Safety Sciences
Summer Internships

TO: College and Senate B-2 Curriculum Committees

FROM: Dr. Harold E. Wingard, Dean
College of Health and Human Services

Because of the unique features of SA 488, Safety Sciences Internship 12 credits offered in the summer, I have approved the following schedule for faculty visitations at the internship sites:

Within 500 miles - Two (2) faculty visits; one for the internship set-up and one for valuation purposes in mid-summer.

Outside of a 500 - one (1) faculty visit for set-up purposes prior to the start of the student's internship activity
mile radius

HW/lf

CC: Experiential Education Office

ref. 94-40

October 19, 1994

To: Jack Reed and Robert Sc
From: Darlene Richardson, mem Undergraduate Curriculum y-wide
Subject: SA 492 Safety Science Internship

This additional material sent to committee for 2/21 1994

Your proposal, SA 492 Safety Science Internship, was discussed at the yesterday's meeting of the University-wide Undergraduate Curriculum Committee (UWUCC). I was asked to represent the concerns of the UWUCC to you. We have the following questions:

1. How will 12 credits of SA 492 be counted toward the fulfillment of major requirements in your department? Will students be able to substitute SA 492 for SA 493? How will the "extra" (SA 492 12 sh; SA 493 6 sh) 6 credits be counted? If students can substitute SA 492 for SA 493, then we will need to see a program change. For program revisions, please see the information on procedures on p. 71-73 of the "Undergraduate Curriculum Handbook."

2. The UWUCC regards SA 492 as a new course rather than as a course revision. A new course proposal requires a syllabus (which you have already provided us) and responses to the course analysis questionnaire. For information on procedures for new course proposals, please see p. 21-25 of the "Undergraduate Curriculum Handbook."

Please send responses to these questions, a program revision proposal, and a new course proposal to the UWUCC c/o 352 Sutton Hall. If you have any questions, please ask me (phone 5715, e-mail DRCHRDSN). Once these responses are received, the UWUCC will look at SA 492 again.

Please also ask Dean Wingard whether or not this program revision and new course proposal should go through the college curriculum committee.

copies: Hal Wingard, Dean
Jodell Kuzneski and James Mills, Co-Chairs UWUCC

Department of Safety Sciences
Indiana University of Pennsylvania
117 Johnson Hall
Indiana, Pennsylvania 15705-1087

(412) 357-3018

ref. 94-40

February 8, 1995



TO: Darlene Richardson, Member of
the UWUCC

FROM: Jack Reed, Chair *Jack Reed*
Safety Sciences Curriculum Committee

SUBJECT: Reference you Memo of October 19, 1994
SA 492 Safety Sciences Internship

In response to your questions, the following is submitted for your consideration:

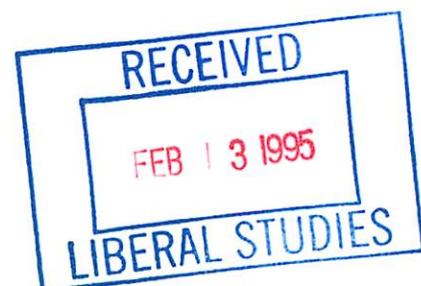
Question 1. SA 492 will be substituted for SA 493 for those students that qualify.

The "extra" 6 hours have been credited as follows:

3 hours allowed for a Professional Elective
3 hours allowed for Safety Elective

Question 2. This course was approved by the Senate back in 1980. The only change since that time was the number change that was requested by Dr. Duntley this past year. Since we had discussed changing the prerequisites, we thought it would be a good time to submit a course revision. We do not consider this a new course but have attached the necessary paperwork as per your request.

The College Curriculum Committee approved this course as a revision in the Spring of 1994. If there are any questions please feel free to contact me at x3018.



Part I. Description of Curriculum Change

1. Catalog Description

SA 492 Internship (Summer)

12sh

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

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 over the course of the summer. One project will 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. Offered in summer only.

2. Summary of changes:

a. Table of old and new changes

The proposed change in this course is in the prerequisites and the course number for SA 493 to SA 492. The department is proposing to increase the GPA required for summer interns as follows:

OLD Prerequisites

**2.5 GPA Overall
2.8 GPA in the Major**

New Prerequisites

**2.8 GPA Overall
3.0 GPA in the Major**

b. List of all associated course changes.

This will not affect any of the existing program except in the course number from SA 493 to SA 492.

c. Rationale for Change.

The course number is changed to differentiate between the summer internship program and the regular fall and spring program.

While internship is a required course for all Safety Sciences majors, approximately 15 to 25% of these students complete the internship in the summer. Fall/spring interns complete SA internship 6 credits. All other students complete this requirement in the fall or spring semesters while they are located on campus. Students are required to meet with SA faculty members on a weekly basis to consult on the details of internship assignments and to provide status reports on current progress. They

obtain reference materials and verbal feedback from the faculty. They also participate in weekly seminars with the other interns to discuss their experiences.

Summer interns are generally placed on a full-time basis with an organization located some distance from IUP. While students are required to remain in close contact with a Safety Sciences faculty coordinator, this usually amounts to a phone call each week and one or two site visits by the faculty member to the internship site. Most internship direction is provided by an on-site supervisor. However, this is not always as effective as might be desired. Due to this, summer interns should be more self-directed, self-confident, and resourceful than an average senior level student. Their ability to work independently must be clearly established by their prior academic performance.

The safety sciences department believes that the proposed GPA requirements better establishes the qualifications needed by summer interns and if needed, are prepared to enroll more students in the fall and spring internship programs to achieve that end. All other aspects of the summer internship course will remain the same.

Part III. Implementation.

- 1. How will the proposed revision affect students already in the existing program? the only thing that will affect the students is that those that qualify will be able to graduate earlier than they would normally.**
- 2. How will the proposed revision affect faculty teaching loads? This change will not affect the faculty load since it is in the summer and on separate contracts.**

Have additional faculty been authorized? Additional faculty not required.

- 3. Are other resources adequate? Additional resources are not required since this is off campus.**
- 4. Do you expect an increase or decrease in the number of students as a result of these revisions? No, there will not be either an increase or decrease in students in the program.**

Part IV. Course Proposals

UWUCC has the course proposal.

Part V. Letters of Support

Already attached to course proposal.

COURSE ANALYSIS QUESTIONNAIRE

Section A: Details of the Course

- A1** How does this course fit into the programs of the department? This is a required course that all safety sciences' students must take. It is designed for out major's only.
- A2** Does this course require changes in the content of existing courses or requirements for a program? NO, this course has been in the program for the past ten (10) years.
- A3** Has this course ever been offered at IUP on a trial basis? This course has never been offered as a special topic or under another title.
- A4** Is this course to be dual-level? No, this course is designed for undergraduate students only.
- A5** Not applicable.
- A6** Do other higher education institutions currently offer this course? No, not as offered and designed at IUP.
- A7** Is the content, or the skills, of the proposed course recommended or required by a professional society, accrediting authority, law or to the external? Yes, the Accreditation Board for Engineering and Technology (ABET) the accrediting authority for our department. See page 11, 7. Experiential Education section of attached document.

Section B: Interdisciplinary Implications

- B1** Will this course be taught by one instructor or will there be team teaching? The nature and design for the summer course is such that the course will be handled by one instructor on contract.
- B2** What is the relationship between the content of this course and the content of courses offered by other departments? This course is unique and not offered by any other department at IUP.
- B3** Will seats in this course be made available to students in the School of Continuing Education? Under normal circumstances there will not be any seats for continuing education students. This is based on these students not having all of the required courses and prerequisites since it is designed for senior status of safety sciences students only.

Section C: Implementation

- C1** Are faculty resources adequate? Yes, this course is offered only in summer and is based on separate contracts therefore not part of the normal loading of the department.
- C2** What other resources will be needed to teach this course and how adequate are the current resources? There are not any additional resources necessary for this course. The students will be using company equipment and facilities, since this is one of the criteria for the selection of individual companies. They must have all necessary equipment and personnel. Library materials and travel funds are furnished by the company.
- C3** Are any of the resources for this course funded by a grant? No, there are not any outside funds for this course. Since it is offered in summer only the students tuition pays for the course.

**PROGRAM CRITERIA FOR SAFETY
AND SIMILARLY NAMED
ENGINEERING-RELATED PROGRAMS**
Submitted by the American Society of Safety Engineers

1. Applicability—Baccalaureate.

These program criteria apply to safety, occupational safety, industrial safety, and similarly named engineering-related programs at the baccalaureate level.

a. Curriculum.

1. Basic Science and Mathematics. (Amplifies criteria section IV.C.3.)

- (a) The minimum requirements for mathematics must include: (i) differential and integral calculus; and (ii) descriptive and inferential statistics.
- (b) The minimum requirements for basic sciences must include: (i) two courses with laboratories for physics; (ii) two courses with laboratories for chemistry, including organic; and (iii) one course

with laboratory for human physiology, human anatomy, or general biology.

2. **Communications, Humanities, and Social Sciences.** (Amplifies criteria section IV.C.4.) The minimum requirements for communications must include: (a) one course in written composition, and (b) one course in speech.

The minimum requirements for social sciences must include an introduction to psychology.

A business or management course is recommended.

3. **Engineering-Related Sciences—Definition.** (Amplifies criteria section IV.C.1.) Some engineering-related sciences shall be termed safety sciences and shall expand topics of basic science toward application in professional practice. A topic shall be identified as a safety science if it amplifies basic science or mathematics, is taught by safety faculty, solves closed-form problems, and contains quantitative expression.

4. **Engineering-Related Sciences—Program Requirements.** (Amplifies criteria section IV.C.1.) The minimum requirements for engineering-related sciences must include a course or its equivalent in applied mechanics.

The minimum requirements for safety science must include:

- (a) courses in the following: (i) analysis and design for safety; (ii) industrial hygiene and toxicology with laboratory; (iii) system safety and other analytical methods for safety, and
412
(b) An educational experience in measurement of 412 safety performance.

5. **Engineering-Related Specialties—Definition.** (Amplifies criteria section IV.C.2.) Some engineering-related specialties shall be termed safety professional practice where safety sciences are applied to solve needs of society and identified clients. A topic is properly placed in this category if it applies safety sciences to these needs, employs open-form problems usually resulting in a written solution, involves cost and ethical consideration, and requires independent judgment to integrate specialty areas into a professional service.

6. **Engineering-Related Specialties—Program Requirements.** (Amplifies criteria section IV.C.2.) The minimum requirement for engineering-related specialties must include an introduction to industrial or manufacturing processes.

The minimum requirement for safety professional practice must include:

- (a) courses with comprehensive coverage of the following subjects:
(i) introduction to safety and health - 101
(ii) safety and health program management - 412
(iii) fire prevention, protection, and control - 311
(iv) ergonomics - 347
(v) legal aspects of safety
(vi) Environmental safety and health, and
(b) an educational experience in the following subjects:
- (i) accident/incident investigation and analysis
161 (ii) psychology of accidents and their prevention
161 (iii) product safety
(iv) construction safety
493 (v) educational and training methods for safety.

7. Experiential Education - 493

There shall be either an internship or co-op course supervised by safety faculty which places the student at industrial, institutional, or governmental work sites where hazard control programs are planned and implemented. Students should be assigned significant hazard assessment activities involving safety, health, fire, and other hazards.

8. **Program Level and Course Requirements.** (Amplifies criteria section IV.A.1.b.) There must be a minimum of 54 semester hours in safety sciences and safety professional practice.

9. **Unspecified Hours.** (Amplifies criteria section IV.A.1.a.) The unspecified portion of a curriculum gives freedom to meet stated objectives without constraint by the accrediting process. Professional practice in safety varies from state to state, depending on local law and custom, the nature of the profession varies by employer and type of business. Unique program objectives may be met by courses placed here, leading to the possibility of program specialization within the broad safety profession.

b. Faculty.

1. **Size of Faculty.** (Amplifies criteria section IV.F.2.) To achieve sufficient breadth and depth, a minimum faculty of three full-time members is required.
2. **Faculty Qualifications.** (Amplifies criteria section IV.F.3.) Safety faculty will not only lecture to students but will also generate new knowledge and demonstrate new ways to apply basic principles to real situations. The majority of the faculty members must have advanced degrees appropriate to their area of expertise, extensive professional experience, and certification by the Board of Certified Safety Professionals, or, if appropriate to their area, by the American Board of Industrial Hygiene. Active participation in state and national professional societies is expected of all faculty members. The majority of faculty members are expected to be active in research, scholarly activities, and/or consulting.
3. **Leadership.** A full-time employee must be identified as being administratively in charge of the program. (see criteria section IV.H.4.)

2. Applicability—Masters.

The following program criteria apply to safety, occupational safety, industrial safety, and similarly named engineering-related programs at the master's level.

- a. **Candidate Requirements.** (Amplifies criteria section IV.A.2.a.) Candidates for master's-level degree programs must hold a baccalaureate degree based on a minimum of 120 semester hours or the equivalent that must include 60 or more, and preferably 68 or more, semester-hour credits in undergraduate or graduate-level courses in science, mathematics, engineering, and technology, with at least 15 of those hours at the upper (junior, senior, or graduate) level and a minimum of 21 semester-hour credits or the equivalent in communication, humanities, and social sciences. (See also criteria section IV.C.5.)

b. Curriculum.

1. To be considered for accreditation, a safety program must be designed to prepare students for the practice of or advancement in the safety profession. Such a program must have: (a) an adequate foundation in mathematics and basic sciences, humanities and social sciences, safety sciences, and safety professional practice, and (b) a specialization in advanced safety topics

SAFETY SCIENCES SUMMER INTERNSHIP

Conduct of Course

I. Purpose To permit the intern to learn the application of Safety Science principles and concepts covered in other coursework. This is accomplished by having the student work on safety science projects at one internship site for the entire summer.

II. Grade The grade for the summer internship will be calculated as follows:

Reports (total of four worth 20% each) . . .80%
 Evaluation by Internship Supervisor. . . .20%

The specific criteria which will be used in grading reports are:

1. Technical accuracy
2. Clarity of Discussion
3. Organization
4. Depth of explanation/research
5. Appropriateness of recommendations
6. Writing, spelling, reference

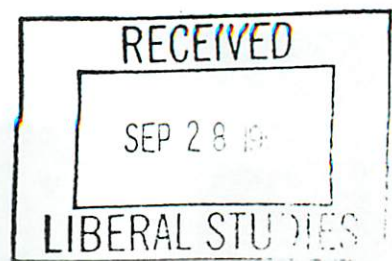
III. Student Conduct

Each student is required to complete this internship in a professional manner. The duties of a safety professional extend beyond those of the technical functions of conducting various safety and health hazard assessments. 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. Substandard behavior or performance which brings discredit to interns, the University or the Safety Sciences program will not be tolerated. Any intern whose conduct is such as to cause his/her internship to be prematurely terminated shall be subject to appropriate action, including the assignment of an "F" for the course.

IV. On-Site Work

Will be supervised by an employee of the internship organization. Interns are expected to complete the equivalent of 12 weeks of internship work; 40 hours per week. Interns are responsible to the internship organization for personal conduct and the completion of all assignments. In addition to the academic assignments, interns will probably be expected to also complete safety-related duties assigned periodically by the internship supervisor.

All information associated with the assignment is confidential and must not be discussed without prior approval from the internship organization. This approval must be in writing.



V. Consultation and Evaluation

As an additional requirement, interns must consult with their assigned faculty internship coordinator each week (on either Thursday or Friday) by telephone. Further telephone contact is encouraged whenever a question arises. Faculty internship coordinators will visit internship sites at least once while the interns are on site; these visits are for purposes of reviewing the interns' progress and ascertaining what improvements, if any, must be made. Internship supervisors will be requested to complete a mid-point evaluation which will be reviewed with the intern. The mid-point evaluation will not count toward the internship grade, although a final evaluation will.

VI. Reports

Normally, reports will be required as a result of four (4) major projects (usually consisting of several subparts) assigned in each of the subject areas below:

Safety Engineering
Industrial Hygiene
Fire Protection
Safety Management

Reports must be typed and properly footnoted/referenced. Usually, reports will consist of the following sections:

- a. Abstract - A one or two page overview of the assignment, 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. 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). Illustrations must be used where useful. Tables and charts must be labeled and numbered. Spelling and grammar are very important, obviously, and footnotes/endnotes required.

Whenever hazard controls are evaluated, 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.

- d. Summary - A brief summary of the main points discussed in the text is expected. This will be followed by an itemized listing of all recommendations made as a result of the assigned work.
- e. Bibliography - Most internship assignments will require the intern to research texts, periodicals, corporate documents and other sources of information. All of these sources must be referenced and listed properly in this section.

MAIL> extract tt:

From: GROVE::KUZNESKI "JODELL KUZNESKI" 29-MAR-1995 10:28:37.70

To: @UWUCC.DIS

CC:

Subj: Safety Science and Culinary Arts

I spoke with Bob Soule, the chair of the Safety Science Dept. this morning. He has responded to both questions that we have recorded in our minutes of 2-28-95.

Resources: The number of internships needed each year is negotiated with the associate dean of the college. He does not expect this new course proposal to increase the number of credits needed. They have, in fact, been offering summer interships since 1980.

Catalog Copy: As we thought, 6 credits of this 12 credit internship will be inlieu of the 6 credits of SA 493 currently listed in the catalog. The other 6 credits of the 12 credit internship can be used in the area of controlled electives. I have asked Bob to forward these responses in writing to Marcia for her attachment to the proposal. He will also be in touch with Diane Duntley about the catalog changes.

Curlinary Arts: Tom O'Brien is out of town for several days but I have left the invitation to attend our 4-11 meeting. I am still waiting for a call back from Tom Van Dyke.

MAIL> extract tt:
From: GROVE::BOBSOULE "Bob Soule" 31-MAR-1995 10:33:10.86
To: MMCCARTY
CC: BOBSOULE, JCR
Subj: SA488, Safety Sciences Internship

Jodell asked me to respond to two questions concerning the safety sciences summer internship:

1. We do not expect approval of this course to result in a need for an increase in resources. Although this is being processed as a new course, we have been offering summer internships since 1980. In recent years, we have had 12 - 18 students on summer internships; we expect this number to continue. In terms of costs, we have been requesting the host companies to assume the travel costs for faculty; very few have objected to this arrangement.
2. SA 488 is offered only in summers and is available only to those students who meet minimum criteria. Since the course extends through the entire summer, it has been set up as 12 credits. Six of the credits earned by a student on summer internship are credited toward the internship requirement in the program; the remaining six credits can be used to satisfy a) the safety sciences elective, b) the "professional elective", or c) a free elective in the curriculum.

Please let me know if you have any additional questions.