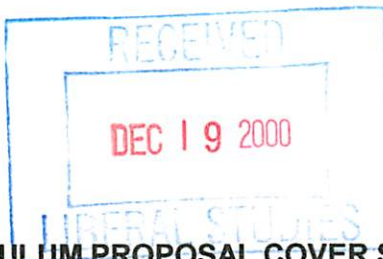


LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____



UWUCC USE Only
Number: 00-51
Submission Date: _____
Action-Date: UWUCC App 2/6/01
Senate App 2/27/01

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Dr. Anthony Joseph Phone 357-3018

Department Safety Sciences

II. PROPOSAL TYPE (Check All Appropriate Lines)

 COURSE _____
Suggested 20 character title

 New Course* _____
Course Number and Full Title

X Course Revision SAFE 399 Experience in Cooperative Education II
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 SAFE 399 Cooperative Education II
Old Number and/or Full Old Title

SAFE 399 Experience in Cooperative Education II
New Number and/or Full New Title

X Course or Catalog Description Change _____
Course Number and Full Title

 PROGRAM: Major Minor Track

 New Program* _____
Program Name

 Program Revision* _____
Program Name

 Program Deletion* _____
Program Name

 Title Change _____
Old Program Name

New Program Name

III. Approvals (signatures and date)

[Signature] 12/4/00
Department Curriculum Committee

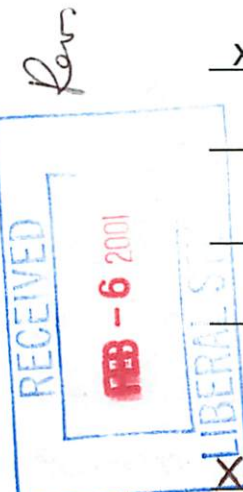
[Signature: Lon H. Ferguson] 12/4/00
Department Chair

[Signature: Mary E. Seunghi] 12/8/00
College Curriculum Committee

[Signature: Parveen P. Zoni] 12/14/00
College Dean

+Director of Liberal Studies (where applicable)

*Provost (where applicable)



I. Catalog Description

SAFE 399 Experience in Cooperative Education II 0 credits
0 lecture hours
0 lab hours
(0c-01-0sh)

Prerequisites: SAFE 299 and GPA \geq 2.0

This course represents the second experience in a program designed to combine classroom theory with practical application through job-related experiences. The course is open to SAFE majors and minors before completing the required Safety Sciences internship or achieving senior status for minors. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional.



Part II . Description of Curriculum Changes

B. Summary of Proposed Changes

- 1. Title: No change**
- 2. Prerequisites: No change**
- 3. Description**

Old: The initial experience in a program designed to combine classroom theory with practical application through job related experiences. Open to SAFE majors and minors usually in their sophomore year. Students are employed by organizations outside of western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

New: This course represents the second experience in a program designed to combine classroom theory with practical application through job-related experiences. The course is open to SAFE majors and minors before completing the required Safety Sciences internship or achieving senior status for minors. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional.

4. Course Objectives

Old: Cooperative Education provides students with work experience, coupled with constructive criticism, which gives the student an opportunity to grow intellectually, socially, and emotionally.

New: Students completing this course will:

- Recognize and identify safety and health hazards and recommend controls at the site.
- Understand the organizational structure and the management of safety.
- Interact and effectively communicate safety and health information to employees in a professional manner using a variety of communication media.
- Participate as a team member on projects and complete assigned tasks in a timely manner.

5. Course Outline: No change

6. Evaluation Methods

Old: See form attached in Old Syllabus

New: See Proposed form in Appendix A

7. Required Textbook: No change

8. **Special Resources Requirements:** No change

9. **Bibliography:** No change

C. **Justification/ Rationale for Revision**

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

PROPOSED SYLLABUS OF RECORD

I. Catalog Description

SAFE 399	Experience In Cooperative Education II	0 credits
		0 lecture hours
		0 lab hours
		(0c-01-0sh)

Prerequisites: SAFE 299 and GPA \geq 2.0.

This course represents the second experience in a program designed to combine classroom theory with practical application through job-related experiences. The course is open to SAFE majors and minors before completing the required Safety Sciences internship or achieving senior status for minors. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional.

II. Course Objectives

Students completing this course will:

- Recognize and identify safety and health hazards and recommend controls at the site.
- Understand the organizational structure and the management of safety.
- Interact and effectively communicate safety and health information to employees in a professional manner using a variety of communication media.
- Participate as a team member on projects and complete assigned tasks in a timely manner.

III. Course Outline

Not applicable

IV. Evaluation Methods

The on-site Co-op Supervisor will fill out the attached evaluation form (see Attachment) after the co-op experience. This evaluation will be used to determine the satisfactory or unsatisfactory completion grade. A student is required to achieve at least an average rating on each category on the evaluation form to obtain a satisfactory grade.

V. Required Textbook

None

VI. Special Resources Requirements

None

VII. Bibliography

Not applicable

APPENDIX A
COOP EVALUATION FORM

**SAFE 399 EXPERIENCE IN COOPERATIVE EDUCATION
EVALUATION FORM
Department of Safety Sciences
Indiana University of Pennsylvania**

Name of Co-op Student

Dates of Co-op

Name of Organization

I. Academic Performance

Please indicate on the following table your assessment of the student knowledge and skills gained while working at your site. In addition you can provide comments related to your observations in section II of this form.

Observations	Outstanding	Excellent	Above Average	Average	Below Average	Unsatisfactory	Not Observed
Recognize and identify safety and health hazards and recommend controls at the site.							
Understand the organizational structure and the management of safety.							
Interact and effectively communicate safety and health information to employees in a professional manner.							
Use a variety of communication media.							
Participate as a team member on projects.							
Complete assigned tasks in a timely manner.							

II. Additional Comments

Over

PROGRAM ADMINISTRATION

Was the Co-op Program administered by IUP in a professional manner? Yes No
Comments/suggestions:

Would your organization be willing to participate again? Yes No
Comments:

Signature _____

Position _____

Date _____

Please fax to Co-op Coordinator at 724-357-3992, or mail to Co-op Coordinator at:

**Department of Safety Sciences
Indiana University of Pennsylvania
117 Johnson Hall – 1010 Oakland Avenue
Indiana, PA 15705-1087**

THANK YOU FOR PARTICIPATING

OLD SYLLABUS OF RECORD

UWUCC USE ONLY

Number	_____ / _____
Action	_____
Date	_____

I. TITLE/AUTHOR OF CHANGE

COURSE/PROGRAM TITLE SA299 - Cooperative Ed. I
SA399 - Cooperative Ed. II

DEPARTMENT Safety Sciences

CONTACT PERSON R.E. McClay

II. APPROVALS

Robert C. Reed
Department Curriculum Committee

Richard S. ...
Department Chairperson

David E. ...
College Curriculum Committee

Donald E. ...
College Dean = J

Director of Liberal Studies
(where applicable)

Provost
(where applicable)

= COLLEGE DEAN MUST CONSULT WITH PROVOST BEFORE APPROVING CURRICULUM CHANGES. APPROVAL BY COLLEGE DEAN INDICATES THAT THE PROPOSED CHANGE IS CONSISTENT WITH LONG RANGE PLANNING DOCUMENTS, THAT ALL REQUESTS FOR RESOURCES, MADE AS PART OF THE PROPOSAL, CAN BE MET, AND THAT THE PROPOSAL HAS THE SUPPORT OF THE UNIVERSITY ADMINISTRATION.

III. TIMETABLE

Date Submitted
to UWUCC 12/6/88

Semester/Year to be
Implemented F-1989

Date to be published
in Catalog 1990

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

COURSE SYLLABUS

I. CATALOG DESCRIPTION:

SA299 - Cooperative Ed. I

Prerequisites: Approval of academic advisor, COOP Coordinator and Departmental Chairperson.

The initial experience in a program designed to combine classroom theory with practical application through job related experiences. The course is open to SA majors and minors usually in their sophomore year. Students are employed by organizations outside western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced safety professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

SA199 - Cooperative Ed. II

Prerequisites: SA 299

A second experience in a program designed to combine classroom theory with practical application through job related experiences. The course is open to SA majors and minors usually in their junior or senior year. Students are employed by organizations outside western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced safety professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

II. COURSE OBJECTIVES

Cooperative Education provides students with work experience, coupled with constructive criticism, which gives the student an opportunity to grow intellectually, socially, and emotionally.

III. DETAILED COURSE OUTLINE

Not applicable.

IV. EVALUATION METHODS

The COOP on-site supervisor will fill out the attached evaluation form (See attachment 1) after each COOP experience. These are retained in the student's departmental file. There is no grade for this course.

V. REQUIRED TEXTBOOK

None.

VI. SPECIAL RESOURCES REQUIREMENTS

None.

VII. BIBLIOGRAPHY

Not applicable.

INDIANA UNIVERSITY OF PENNSYLVANIA
SAFETY SCIENCES COOP STUDENT EVALUATION

COOP's Name _____ Date _____ COOP Location _____

The following scale is to be completed by the supervisor of the student named above. Students are rated only against their contemporaries, and this rating is not meant to be used as a comparison with experienced professionals.

1	2	3	4	5	6	7	8	9	10		
KNOWLEDGE OF OCCUPATIONAL, SAFETY AND HEALTH											
Lacks knowledge of basic concepts and principles.			Has minimum knowledge of basic concepts and principles.			Has retained adequately level of knowledge and principles.			Understands most of the important concepts and principles.		Has a full understanding of all 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"/>	<input type="checkbox"/>	
No opportunity to observe.											

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

Explain what the COOP student should do to maintain this strength or improve in this area _____

PERFORMANCE (APPLICATION OF KNOWLEDGE)											
Able to utilize appropriate standard methodology.			Minimum utilization of appropriate hazard methodology.			Usually utilizes appropriate evaluation methodology.			Utilizes appropriate evaluation methodology.		Outstanding-has achieved A level of performance rarely seen in study intern.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments - Describe any particular strength or deficiency you have noticed in this area _____											

Explain what the COOP student should do to maintain this strength or improve in this area _____

1. COMMUNICATION SKILLS
a. Written Language

1 2 3 4 5 6 7 8 9 10

Unable to express ideas clearly - ungrammatical.

Has difficulty expressing himself/herself. Sometimes ungrammatical. Can't formulate his/her ideas well.

Usually expresses himself/herself clearly and correctly - has some difficulty with more complex ideas.

Well organized and able to express himself/herself clearly and concisely on most matters.

Outstanding ability to and communicate ideas of varying complexity.

No opportunity to observe.

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

Explain what the COOP student should do to maintain this strength or improve in this area _____

b. Oral Language

1 2 3 4 5 6 7 8 9 10

Poor pronunciation. Poor voice quality. Ungrammatical. Limited vocabulary.

Often mispronounces. Can't formulate ideas well. Doesn't project voice. Sometimes ungrammatical.

Acceptable speech pattern.

Uses effective oral language in all situations. Has good vocabulary.

Outstanding ability to express himself/herself in all situations.

No opportunity to observe.

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

Explain what the COOP student should do to maintain this strength or improve in this area _____

PERSONALITY

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.

Outstanding ability to cooperate and obtain cooperation from others.

No opportunity to observe.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9	10	

Describe any particular strength or deficiency you have noticed in this area

PROFESSIONAL ATTITUDE

Shows no interest in a profession. Makes attempt to meet minimum standards.

Shows little interest in the profession. Has difficulty achieving minimum standards. In defensive when criticized.

Has some interest in the profession. Achieves minimum standards. Accepts criticism.

Shows a definite interest in the profession. Will work beyond minimum requirements. Accepts criticism graciously.

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

No opportunity to observe.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9	10	

Describe any particular strength or deficiency you have noticed in this area

Describe any particular strength or deficiency you have noticed in this area

1 2 3 4 5 6 7 8 9 10

TIME UTILIZATION

Excessive time is wasted needlessly. Poorly organized in general rule.

Some time is wasted inefficiently because of inadequate planning. Work done within reasonable time through self.

Makes acceptable efforts at allocating time. Most work gets done as well as conditions permit.

Well organized. Plans time usage in most instances. Able to get work done as well as conditions permit.

Highly organized individual. Plans time usage on a prioritized basis. Little wasted time or effort. Gets work done promptly.

No opportunity to observe.

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

Explain what the COOP student should do to maintain this strength or improve in this area

ABILITY TO SEE THE NEED FOR AND RECOMMEND NEW PROGRAMS FOR IMPROVED HAZARD CONTROLS

Unable to recognize the need for improved programs.

Recognized the need for some improvements but had few ideas on how to implement them.

Recognized the need for some improvements. Had ideas for new programs and hazard controls but there were frequently unworkable.

Good ability to see program needs. Ideas for hazard controls and program generally good but not always practical or appropriate.

Was very perceptible in recognizing needs. Had novel and well thought out ideas for new programs and hazard controls.

No opportunity to observe.

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

Explain what the COOP student should do to maintain this strength or improve in this area