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REVISION APPROVAL COVER SHEET FOR CONTINUATION OF W-DESIGNATION

TYPE II DEPARTMENT COMMITMENT

Professor Dr. Lon Ferguson

Department Safety Sciences

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Course SAFE 488 Internship

Please provide answers to these questions on the next page:

1. Include the most recent syllabus for the Type II course.
2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Approvals:	Signature	Date
Professor (s)	Jan K Wachter	1/27/2014
Department Chair	Lo H. Fuso	1/27/14
College Dean	M. S. L.	2.4.14
Director of Liberal Studies	D. P. Huff	2/20/14
UWUCC Co-chair(s)	Gail Schuster	3/4/14

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Liberal Studies

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PROFESSOR Dr. Lon Ferguson

DEPARTMENT Safety Sciences

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The Safety Sciences Department offers SAFE 488: Internship as its capstone course. This course, along with the SAFE 493 Part-time Internship course, has been offered for 17 years within our Department as Writing Intensive. In addition, we have been offering SAFE 215 Safety, Health and Environmental Communications as a Writing Intensive course, which was revised to meet Liberal Studies requirements in Fall 2011.

In addition to meeting the IUP writing intensive requirements, our internship courses also are important for meeting Student Outcomes as part of our accreditation by the Applied Science Accreditation Commission (ASAC) of the Accreditation Board for Engineering and Technology. Student written communication skills are an integral part of the ASAC student outcomes.

Multiple instructors within our department will teach SAFE 488; therefore, we seek approval as a Type II Department Course. As Department Chair, I hold the responsibility to assure that SAFE 488, as with all other writing intensive courses, will continuously meet or exceed all requirements. All faculty have followed and will continue to follow the course syllabus and use equivalent writing assignments.

The student outcomes for SAFE 488 will be assessed every semester. The specific student outcome that is writing intensive includes:

- Four (4) Internship Reports of at least 10 pages each detailing hazards found, methods of detection, relevant safe practices or regulations, and programs or measures to mitigate hazards.

Every semester, these writing intensive assignments are assessed by our faculty, with samples of student work collected and documentation included as part of our Banner Assessment Program.

Old Syllabus of Record

I. Catalog Description

SAFE 488 Internship

12 cr

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

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

II. Course Objectives

Each student completing the internship will:

1. 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 prevention
- Fire protection
- Ergonomics
- Systems safety
- Environmental protection

2. Communicate safety issues effectively and will develop their writing skills by completing four formal technical reports
3. Demonstrate effective use of time for completing activities and assignments
4. Adhere to acceptable codes of ethics that apply to the profession

III. Course Requirements

- 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 50 points 200 Points
- Evaluation by internship supervisor 50 Points

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 skills, grammar, spelling, references

The grading rubrics are included with this syllabus.

IV. Grading Scale

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

V. 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. At all times, the student must 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.

VI. On-Site Work

An employee of the internship organization will supervise the 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.

VII. Intern Contact with Faculty Site Coordinator

As an additional requirement, the intern must consult with his/her assigned faculty site coordinator each week by email. Additional contact is encouraged whenever questions arise.

VIII. On-Site Supervisor Evaluation

The on-site supervisor will be requested by the faculty site coordinator to conduct a mid-point evaluation and a final evaluation of the intern. Only the final evaluation by the on-site supervisor will count towards 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.

Bibliography

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

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

Accident Prevention Manual: Engineering and Technology (1 lm 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