

Oakland University
School of Health Sciences
Environmental Health & Safety Program
Winter 2018

Course Syllabus: EHS 4950 – Environmental Health & Safety Capstone Internship (4 credits)

This is the syllabus for EHS 4950. This course is required for graduation from the Environmental Health and Safety Program as an EHS or OSH major at Oakland University. Each student must register for this course in order to receive the credits needed to graduate. Any internship that was done before registering for this course will not count for this course. You must finish the EHS courses listed below under “Expectations of Students” before you can register for this course. There are several steps each student is encouraged to take before registering for this course. These steps are listed below.

1. If you have not already done so, create a student profile in Handshake (software used by Career Services to match students and employers). Career Services can assist you in creating an effective profile and resume.
2. At the beginning of your Senior year, it is recommended that you begin seeking an internship. Handshake is a great tool to help find an internship. You may be able to secure an internship by other means. Once you have secured an internship, you must enter information about the employer, site supervisor or coordinator into Handshake. The EHS Program Director will approve the internship and notify you that you can register for EHS 4950. Your internship will take place during your last semester.

Instructor and Class Meeting Information:

Instructor:	Patrick Frazee, CSP
Office:	3072 HHB
Office Hours:	TBA
Phone:	248.364.8652
Fax:	248.364.3120
E-mail:	frazee@oakland.edu
Class Sessions:	Internship site
Class Location:	Internship site
Lab Location:	N/A

Catalog Description:

This is a senior capstone course designed to expose the intern to environmental health and safety problem identification, evaluation, and control and environmental health and safety program management. It satisfies the General Education requirements in the Integration Area as a Capstone Experience and may only be taken by senior students with major/minor standing.

Prerequisite: Program director permission required.

Required Text:

EHS/OSH course texts and other texts and web-based references appropriate for site-specific work experience.

General Education Learning Outcomes:

Upon completion of this course, the student should be able to demonstrate:

1. Appropriate uses of a variety of methods of inquiry and a recognition of ethical considerations that arise
2. The ability to integrate the knowledge learned in general education and its relevance to the student's life and career

Course Objectives:

Upon completion of this course, the student should be able to:

1. Anticipate, recognize, evaluate, and develop control strategies for hazardous conditions and work practices;
2. Demonstrate the application of business and risk management concepts;
3. Demonstrate an understanding of the fundamental aspects of safety, industrial hygiene, environmental science, fire science, hazardous materials, emergency management, ergonomics and/or human factors;
4. Design and evaluate safety, health, and/or environmental programs;
5. Apply adult learning theory to safety training methodology;
6. Identify and apply applicable standards, regulations, and codes;
7. Conduct accident investigations and analyses;
8. Apply principles of safety and health in a non-academic setting through an intern, cooperative, or supervised experience.

Cross-Cutting Capacity:

Upon completion of this course, the student should be able to demonstrate effective communications in both written and verbal forms which are essential to successful completion of this course.

Class Schedule:

TBA with the internship site coordinator.

Course Procedures:

1. The student shall spend an average of 20 contact hours per week for 14 weeks during a Fall or Winter semester or a combination of the Spring and Summer terms at the

internship site. Documentation of the minimum required 280 hours must be provided by the student and confirmed by the site internship coordinator. Additional hours per week and fewer than 14 weeks of internship are acceptable if that fits the intern and site internship coordinator needs.

2. Schedules are flexible, but should be arranged to maximize site experiences including interactions with the internship supervisor and other experienced personnel. Thus the majority of the contact time is generally during normal working hours.
3. Those students requesting to do their internship at the place where they are currently employed must develop a plan whereby the internship experience is in an area of safety and health that is different from their regular job which include higher level responsibilities and/or services; greater competency and new learning under professional supervision. A separate supervisor from the regular employment supervisor must be arranged. The internship experience is to be over and above the regular employment duties.

Expectations of Student:

The student must:

1. Complete the School of Health Sciences core requirements and the following EHS/OSH courses: EHS/OSH 1000 or 1150, 2250, 2350, 331 (3380), 332, (3300) 3330, 334/336 (3360), 3350, 4410, 4420, 4440, 4450, and 4460 prior to applying for registration in EHS 499 (4950). Co-requisite status will be considered for a limited number of these courses. For EHS majors the following courses must also be included: EHS 4500, 4998.
2. Contact the EHS Program Director during the semester BEFORE the term you plan to begin the internship.
3. If the student desires assistance in selecting an internship site, contact the OU Career Services department for a list of names and sites interested in the OU EHS Internship Program. However, it is the student's responsibility to acquire the internship experience. This is much the same as acquiring regular employment after graduation.
4. After the internship site is approved, the student should formally enroll for 4 credit hours in EHS 4950 through the EHS Program Director. Students participating in the internship during the Spring and Summer terms need only register for the Spring term (4 credit hours). A grade of "In progress" (P) will be given for the Spring term and the student automatically carried over to the Summer term for a final grade of Satisfactory (S) or Unsatisfactory (U).
5. The student must upload a summary report of activities on the Moodle EHS 499 course page and email a copy of that report to the Internship Site Supervisor on a weekly basis during the term. These activity reports must address progress made toward each of the established learning objectives for the internship experience. Please see the Moodle course page for other internship documentation required for upload.
6. **Samples of student work, or other evidence, must be uploaded in each of the seven (7) areas in Moodle to support accomplishment of the required learning objectives.**
7. Reflection on the internship work experience as it relates to classroom learning is an important component of experiential learning. Therefore, the student must complete a final written reflective paper on the completed internship experience as it relates to their classroom experience. The final paper must reflect on classroom learning (general

education, School of Health Sciences Core, and EHS/OSH major classes) as it relates to the internship work experience for each of the course learning objectives and cross-cutting capacity. This report must be a minimum of 20 pages, doubled spaced, 12 point, and 1 inch margins.

8. Complete the Graduating Senior Survey Questionnaire located on the Moodle course page.
9. Complete the Application Process for Graduate Safety Practitioner designation with the Board of Certified Safety Professionals. The application process is available on the Moodle course page.
10. The internship site supervisor must complete an evaluation of the student's performance near the end of the internship, scan the evaluation, and email the evaluation to the OSH Program Director prior to the term's exam period. A grade of satisfactory (S) or unsatisfactory (U) will then be recorded by the Program Director/Internship Coordinator. Until all aspects of the internship experience are completed, the student will receive a grade of "in progress" (P).

Grading Determination:

Final reflective paper	10%
Weekly progress reports	10%
Moodle upload of required documentation	70%
Internship Site Coordinator Evaluation	10%

A composite score of 80% is required for a Satisfactory (S) grade.

Academic Conduct Policy:

Plagiarism, falsifying records or reports, and unauthorized collaboration, access, or modifying of computer programs are considered serious breaches of academic conduct. The Oakland University policy on academic conduct will be strictly followed with no exceptions. See the OU catalog under Academic Policies and Procedures in this regard.

Add/Drops:

The University add/drop policy will be explicitly followed. It is the student's responsibility to be aware of the University deadline dates for dropping the course.

Special Considerations:

Students with disabilities who may require special considerations should make an appointment with campus Disability Support Services. Students should also bring their needs to the attention of the instructor as soon as possible.

**ABET Program Accreditation Criteria
for
Safety and Similarly Named Applied Science BS Degree Programs**

Safety program graduates shall demonstrate ability to:

1. Anticipate, recognize, evaluate, and develop control strategies for hazardous conditions and work practices;
2. Demonstrate the application of business and risk management concepts;
3. Demonstrate an understanding of the fundamental aspects of safety, industrial hygiene, environmental science, fire science, hazardous materials, emergency management, ergonomics and/or human factors;
4. Design and evaluate safety, health, and/or environmental programs;
5. Apply adult learning theory to safety training methodology;
6. Identify and apply applicable standards, regulations, and codes;
7. Conduct accident investigations and analyses; and
8. Apply principles of safety and health in a non-academic setting through an intern, cooperative, or supervised experience.

Oakland University
School of Health Sciences
Environmental Health & Safety Program
Rochester, Michigan 48309-4482

Weekly Report of Accomplishments*

Name of Intern: _____ Work Period _____

Company _____ Department _____

Name of Supervisor _____ Title _____

Intern's Accomplishments Relative to Established Learning Outcomes and ABET criteria:

After Completion, please email a copy to your internship site supervisor and upload a copy in Moodle.

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Confidential Intern Evaluation Form

Name of Intern: _____ Work Period _____

Company _____ Department _____

Name of Intern Supervisor _____ Title _____

Intern's Duties _____

Supervisor's Evaluation of Intern's Performance: Poor Outstanding

Attitude/enthusiasm/initiative/motivation: _____

Communication (written/oral) skills: _____

Leadership/teamwork/interpersonal skills: _____

Planning/organizing/meeting deadlines: _____

Quality and volume of work: _____

Technical/problem solving skills: _____

Overall performance: _____

Supervisor's Comments: _____

Supervisor's Signature: _____ Date: _____

After Completion, please email to:

Patrick R. Frazee, CSP
Environmental Health & Safety Program Director at:
frazee@oakland.edu

THANK YOU FOR SERVING AS AN ESSENTIAL PARTNER IN OUR EDUCATIONAL EFFORTS!