

Dear Student,

Welcome to Indiana University and to the Safety Management Program. During your course of studies, you will be learning the most important and up-to-date information related to behavioral health and health promotion in a safety and safety management setting from the faculty, staff and your colleagues. It is crucial that you take full advantage of the resources you have available while you are on campus and begin to think about which aspects of safety interest you the most. For some, this is already determined the first week of classes, for many others, it isn't determined until later in the program. Don't worry if you are in the latter group. This degree program offers many opportunities so it can be challenging to make a decision!

The practicum/capstone in safety management is a major component of your degree. The reasons are many, but primarily the practicum/capstone is required so you can gain hands-on experience in an organization and solidify your professional skills. During your first semester, it's important to start thinking about where you would like to do your practicum/capstone and discuss your thoughts with your academic advisor and other faculty members. We will work with you to find the best organization match to meet your professional goals. The best advice I can give you during your first semester is to begin thinking about your practicum, NOW.

I look forward to working with you and assisting you while you achieve your professional goals. If I can ever be of any assistance, please do not hesitate to contact me. Have a wonderful time while you are at IU. Take advantage of everything this University has to offer for professional and personal growth.

Best Regards,

David K. Lohrmann, PhD, CHES, FASHA
Professor and Graduate Coordinator
Department of Applied Health Science
Indiana University
SPH 116
Bloomington, IN 47405
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Guidelines for the practicum/capstone in the Safety Management Program

Introduction

Through university courses and practical experiences, safety majors prepare themselves to function in a professional setting. The primary purpose of the practicum is to provide opportunities for students to become acquainted with a safety management position. The practicum also provides the student with hands-on experiences for developing desirable employment skills. During the practicum, the student becomes a colleague within the organization and is expected to act professionally at all times. Experiences acquired in the classroom and during the practicum provide a foundation for becoming a competent professional.

Philosophy of the Practicum/Capstone courses for Safety Management

The primary goal of the practicum is to provide the student with practical experience and the capstone will provide a culminating effort to help them throughout their safety career. Along with an opportunity to develop a realistic understanding of safety in a workplace, from which a personal and professional philosophy of the discipline may evolve and mature. This goal is expected to be achieved by completing a practicum in an organization that will provide the environment and experimental opportunities that sustain professional and philosophical maturity.

The practicum is expected to provide the student with the opportunity to:

1. Participate in the daily functions of a safety management position within an organization, including administration and non-educational activities of the organization.
2. Participate in the organization's program planning which include assessment of safety needs, planning and implementing programs, budgeting, and program evaluation.
3. Create major competencies for safety professionals.
4. Demonstrate the ability to successfully work independently and with co-workers.
5. Use appropriate written and oral communication and human relationship skills.
6. Apply knowledge and skills gained in the workplace to practical experiences in the field.
7. Demonstrate the ability to coordinate provision of programs and services to those populations served by the organization.
8. Demonstrate the ability to utilize and disseminate health resources.
9. Describe how the knowledge and skills gained during the practicum/capstone will be put to future use.

** For the sake of brevity, the term "organization" is used hereafter to refer to a worksite.*

Practicum Guidelines & Prerequisites

The student must complete the practicum in an organization that regularly provides safety programs and must be under the direct supervision of an experienced, professionally trained, safety professional.

The typical practicum experience is a full-time placement in an approved organization for at least 8-12 weeks, preferably a complete semester. The practicum is an experience equivalent to a safety management position, therefore, it is required that the student experience the day-to-day operations of the organization. The practicum follows completion of all core and required coursework and is completed during the LAST semester of the program.

Capstone Guidelines

The final project will capture the student's extensive research effort to help an organization with their safety program. Upon completion, students will explain and defend their capstone project to their faculty advisor, other faculty members in the safety program, and possibly administrators from the organization from which they completed their internship.

The faculty advisor will help the student in the development, focus, scope, and methodology of the project. The project must be comprehensive, relevant, and have measurable outcomes.

Registering for the Practicum/Capstone Courses

Authorization is required from the IU-B Practicum Coordinator and Organization's Site Supervisor prior to registration. In order for a student to obtain authorization from the IU-B Practicum Coordinator and register for S697, the following requirements must be met:

PRACTICUM/CAPSTONE AGREEMENT FORM

The Practicum/Capstone Agreement Form must be completed and submitted to the IU-B Practicum Coordinator prior to registration. The student will explain their Capstone project in this form.

LIABILITY RISK & RELEASE FORM

The IU assumption of risk and release from liability form must be signed and submitted to the IU-B Practicum Coordinator prior to registration.

REGISTRATION AUTHORIZATION FORM

The IU-B SPH Practicum Authorization Form must be completed by the student, signed by the IU-B Practicum Coordinator and turned into SPH 123 in order to register for the course.

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MOU) must be completed, signed and submitted to the IU-B Practicum Coordinator within one week of beginning the Practicum.

Students are responsible for any and all late registration fees assessed after early and regular registration sessions end.

Time Requirements

The Practicum is a 2.0 credit hour requirement, and at least 160 clock hours working with the organization. However, the student cannot work less than 10 hours per week with an organization. If all of the hours or other requirements are not completed by the end of the semester in which the student enrolled, the student will be assigned a grade of an “Incomplete (I)”. This grade will remain in place until the student successfully completes all of the requirements for the practicum/capstone. According to University policy, the Incomplete grade can remain in place for only one year from the original date of registration. If the student does not successfully complete the requirements for the practicum within the year, then a failing (F) grade will be assigned.

The Capstone course is a 1.0 credit hour requirement in conjunction with the Practicum.

Grading Procedure

The practicum/capstone is graded based on satisfactory completion or failure, (S or F). This notation does not affect your overall GPA, however it is very important to fulfill all of the practicum/capstone requirements in order to successfully pass this course.

Qualified Agencies and Site Supervisors

The IU-B Practicum coordinator may have a listing of some appropriate practicum sites. However, it is up to the student to contact and select a practicum site and site supervisor that meets their particular career objectives.

When selecting a practicum location, ask the following questions:

1. Do I plan to remain with my current employer (if applicable) after graduation?
2. Do I plan to relocate to a different city after graduation?
3. What type of organization do I wish to work in after graduation?
4. What type of position do I aspire to after graduation?
5. What experience and/or skill gaps must I close in order to be hired into my desired career position or advance in my current position?
6. Where can I get the get additional experience and develop the skills needed to increase my chances of securing my desired career position?

When selecting a site supervisor, ask the following questions:

1. Does this person have the desire, time, and skills to adequately supervise and mentor me?
2. In terms of personality, are the supervisor and I compatible?
3. Does this person possess cutting-edge knowledge and skills in areas of major interest to me?
4. Is this person well known and respected in the organization and/or community?
5. Would this person be a good career sponsor (i.e., one who would be very helpful in assisting me with going to my next career level)?
6. Will this person allow and assist me in completing my Capstone project.

**Graduate Safety Management
PRACTICUM/CAPSTONE AGREEMENT**

Date _____

Student Name _____ Student e-mail _____

University Username & ID# _____

S697 Section # _____

80 work hours = 1 Credit hour

Employer Information:

Company/Organization _____

Site Supervisor _____

Address _____

Phone _____ Fax _____

Site Supervisor e-mail address

Field work to begin and end:

The above Indiana University-Graduate Safety Management Program student intern and site supervisor have agreed upon a practicum experience to be fulfilled at the company/organization listed above.

Signatures Required for Practicum Agreement:

Student _____

Date _____

Site Supervisor _____

Date _____

IU-B Practicum Coordinator _____

Date _____

Note: Students may not register for the practicum credits without the agreement and Liability form completed and returned to the Practicum Coordinator.

Graduate Safety Management Practicum
Assumption of Risk and Release from Liability
[School of Public Health – Applied Health Science – S697]

This Assumption of Risk and Release from Liability (“Release”) pertains to activities related to a practicum undertaken by the Student (identified below) for academic credit through **S697 – Safety Management Practicum**.

Participation in this Practicum may involve activities which may pose the risk of physical or other harm to the Student, including but not limited to, risks arising from travel by automobile or other means to an off-campus practicum site(s) and risks that may be posed when working closely with the host organization’s at-risk clientele.

The selection of the particular practicum, including the host organization, the host organization’s site location, and the activities contemplated, is entirely at the discretion of the Student.

I, _____ (“Student”), have enrolled in a Practicum in which I will be interning with _____, located in _____. I hereby state the following:

1. I understand that I am responsible for providing my own transportation to and from the Practicum site(s) and any additional off-campus sites at which Practicum related activities will take place. I further understand that certain risks are inherent in travel and I fully accept those risks. These risks may include, but are not limited to, such things as traffic accidents and any resulting personal injury (including death) or property damage suffered by myself or a third party, traffic tickets, penalties, flat tires, driver error (including my own), adverse weather conditions, and other physical, mental and emotional injury.
2. I understand that there are certain inherent risks posed by this Practicum and inherent to the particular services and activities contemplated by my participation in providing services to the host organization’s at-risk clientele. These risks may include, but are not limited to, risk of bodily harm, public health risks, communicable disease, criminal activity, illness, loss, damage or theft of personal property, and other mental, physical or emotional injury, including the risk of injury or death. I further understand that there are risks that are neither known nor reasonably foreseeable and I fully accept those risks.
3. I have read the **Graduate Safety Management Practicum Packet** and will abide by the terms and conditions therein; I will also familiarize myself with and abide by any rules and regulations of the host organization and the Memorandum of Understanding I’ve entered into with the host organization. I fully understand the above risks and the scope of activities contemplated by the Practicum, and I agree to assume the risks of my participation in the Practicum, including the risk of catastrophic injury or death.
4. I understand that the Indiana University does not provide insurance to cover medical expenses for injuries that may be sustained by me or for damage to my personal property or third parties, nor does it provide travel or vehicle insurance of any type that would cover injury to or death of myself or any third party or damage to the property of myself or any third party. I understand that Indiana University strongly recommends that I carry my own health, medical and property insurance for purposes of potential loss related to my participation in this Practicum.

5. I fully understand that all Indiana University policies and regulations, including those embodied in the Graduate Safety Management Practicum Packet and in the Code of Student Rights, Responsibilities, and Conduct, are in effect and apply to my behavior for the entire duration of the Practicum and that any violations of these policies or regulations may result in sanctions.

6. I fully understand the scope of risks outlined above and I release and fully discharge Indiana University, and its trustees, officers, employees, and agents, from all claims, damages, costs or liabilities of any kind whatsoever in connection with my participation in the Practicum, for or on account of any injury, illness or death, or for or on account of any loss or damage to any property, sustained by myself or any third party.

Participant Signature: _____ Date: _____

If Participant is under 18 years of age, then his/her parent or guardian must also sign below:

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____

Internship/Field Experience/Practicum Authorization Form

School of Public Health - Bloomington

COURSE NUMBER: SPH- _____ Date: _____

STUDENT INFORMATION

Student Full Name (First, Middle, Last) _____

UID Number _____

E-mail Address _____ Major _____ Phone Number _____

INTERNSHIP INFORMATION

Brief description of experience (may attach)

Start Date: _____ End Date: _____ Total Hours to be Completed _____

Weeks of internship: _____

INTERNSHIP SITE & SUPERVISOR INFORMATION

Company Name: _____

Web Address (if avail.) _____

Site Supervisor's Name: _____

Title: _____

Site Supervisor's Email: _____

Phone: _____

Postal Address: _____

Fax: _____

Student Signature: _____

ENROLLMENT INFORMATION *(to be completed by department)*

Course prefix and number: _____ Section number: _____

of credit hours enrolling: _____

Semester of enrollment: _____ ON OFF campus

Admitted to School of Public Health? ___ Yes ___ No If not, when is admission expected?

Completed all required prerequisite courses? Yes _____ No _____

Overall GPA: _____

Signature

University Internship Coordinator: _____

Date Approved: _____

Please return completed form to University Internship Coordinator for review and approval. It will then be submitted to the Dean's Office for authorization to register. Once approved, the student must register for the class.

**Forms must be submitted prior to the start date of the internship. Any work done prior to course approval will not count for academic credit.*

MEMORANDUM OF UNDERSTANDING

The student must complete the Memorandum of Understanding in the following manner:

1. Typed on Company Letterhead
2. Signed by both the Student Intern and Site Supervisor
3. Contain the following information:
 - a) Student's name
 - b) Duration of Practicum – Include the beginning and ending dates
 - c) Goals for student during practicum—what will the student be doing during her/his practicum experience, goals/objectives for the practicum and learning activities. (See Practicum Goals Guidelines)
4. Returned to IU-B Practicum Coordinator

Practicum Coordinator – Graduate Safety Management
Indiana University School of Public Health-Bloomington
Applied Health Science
SPH 116
Bloomington, IN 47405

Practicum Goals/Guidelines

The primary goal of the practicum (field experience) is to provide the student with practical experience in the various areas of safety management and to contribute to the professional development of the student's safety philosophy. The practicum provides the opportunity for students to apply theory and knowledge acquired in the classroom to real life situations. This critical component of the educational process helps students "pull it all together and see how it works." Often knowledge gained by students up to this point finally finds a practical application that forms an invaluable piece to this educational process puzzle.

The practicum is expected to provide students with skills building activities and other opportunities to achieve the following overall goals:

1. Identify with the safety profession and develop a personal and professional philosophy.
2. Actively participate in the various administrative and managerial dimensions of safety management, including planning, development, implementation, and evaluation of programs.
3. Work independently and with others applying professional knowledge and skill.
4. Explore different avenues for creative ideas.
5. Learn about the organization, its history, mission, and initiatives associated with safety management.
6. Develop communication (oral and written) and human relations skills.
7. Develop and increase his/her own level of competence in the safety management skills needed in the workplace setting.
8. Identify particular areas of interest in the profession for future career development.

These goals can be achieved through a variety of activities which must be tailored to the employer's needs. The intern, working closely with the supervisor, should give careful consideration to the overall goals of the program, then together work out a list of activities to achieve the goals.

Sample Goals and Activities

The following activities are provided as suggestions. None are required or mandatory, but they are intended to serve as an idea generator for site supervisors in preparation of student's goals. Ideally, interns will be required to perform at least one oral presentation and develop at least one written assignment during the practicum.

1. Identify with the safety profession and develop a personal and professional philosophy.

Activities to achieve this goal:

- a. Meet with various members of the organization's safety organization.
- b. Meet with management to discuss how safety contributes to the organizations' mission.
- c. Hold discussions with workers to discuss safety attitudes.

2. Actively participate in the various administrative and managerial dimensions of safety management, including planning, development, implementation, and evaluation of programs.

Activities to achieve this goal:

- a. Conduct inspections and audits.
- b. Prepare training programs
- c. Develop or revise safety related work products (training sessions, written programs, handbooks, guidelines.)
- d. Industrial hygiene monitoring
- e. Ergonomic evaluations

3. Work independently and with others applying professional knowledge and skill.

Activities to achieve this goal:

- a. Interns working initially should have significant periods of contact with experienced safety professionals.
- b. As time progresses, interns should be capable of longer periods of independent activity.
- c. Interns can develop a wide variety of programs and services for the employer with progressive supervision.

4. Explore different avenues for creative ideas.

Activities to achieve this goal:

- a. Provide opportunities for brainstorming and problem solving, both in groups and independently.
- b. Identify a challenge the safety program is wrestling with. Allow intern to research the problem and identify possible solutions. Provide an opportunity for the intern to present his/her ideas to safety professionals.
- c. Allow the intern to develop a multi-media training session.

5. Learn about the employing organization, its history, mission, and initiatives associated with safety management.

Activities to achieve this goal:

- a. Attend orientation and training programs.
- b. Read any information available on the organization's history. Review the organization's/safety department's vision, mission, goals, and/or strategy.
- c. Familiarize the intern with all departments and staff through tours and meetings.

6. Develop communication (oral and written) and human relations skills.

Activities to achieve this goal:

- a. Develop written programs, training programs.
- b. Conduct inspections and audits.
- c. Deliver training and presentations to employees and managers.

7. Develop and increase his/her own level of competence in the safety management skills needed in the workplace setting.

Activities to achieve this goal:

- a. This goal can be achieved by working closely with competent safety professionals in mentoring relationships.

8. Identify particular areas of interest in the profession for future career development.

Activities to achieve this goal:

- a. Interview safety professionals at the site about their past experiences.
- b. Question safety professionals about the future of safety and perceived needs in the field.
- c. Review safety journals and articles about the field.



Frank O'Bannon
Governor

Lori F. Kaplan
Commissioner

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P.O. Box 6015
Indianapolis, Indiana 46206-6015
(317) 232-8603
(800) 451-6027
www.state.in.us/idem

MEMO of Understanding between the Indiana Department of Environmental Management and Megan Steiger

This Memorandum of Understanding provides that the Indiana University master's program graduate Megan Steiger will participate in an unpaid internship experience with the Indiana Department of Environmental Management (IDEM) in Indianapolis, IN, during May/August Summer of 2002. It is agreed that Megan will work up to 20 hours a week (unless agreed upon otherwise), beginning with an orientation to IDEM during the week of May 13, 2002. She will work a total of 200 hours during this internship, pursuing the following objectives:

- 1) To gain a basic understanding of how IDEM regulates state and federal environmental laws, plans and implements non-regulatory services and promotes environmental health and education programs. This may be accomplished by interacting with all the offices within the agency.
- 2) To gain as much experience as possible in the field of environmental health and environmental education. This may be accomplished by assisting the Children's Environmental Health Coordinator and the Environmental Educator in outreach activities, training workshops, planning sessions, team meetings and project implementation. Specific areas would include environmental health issues in children such as lead, mercury, asbestos, asthma irritants, pesticides, radon and hazardous chemicals. Areas of environmental education would include curriculums for air, land, water and recycling programs.
- 3) To establish networking opportunities throughout the community. This may be accomplished by assisting with establishing partnerships with other State and Federal agencies and assisting with collaborative efforts with community organizations to include schools and child care facilities.
- 4) To gain experience in planning and implementing environmental health and environmental education programs. A key project will include the Environmental Management Systems Approach for Schools. The goal is to develop an integrated approach for schools to use in addressing the wide variety of environmental and health challenges that they face, which incorporates principles of environmental management systems. The adoption of this approach enables a school to work toward insuring healthy school environments in which children can learn, work and play. It would require a pollution prevention approach to reducing hazards, as well as training, awareness and competence of facilities, maintenance and administrative personnel, and would require ongoing evaluation and improvement of the school environment. Another requirement would be for improved communication on environmental health and safety issues among school administrators, facilities staff, teachers and parents, both within the school district and within individual schools.
- 5) To gain experience in research and analysis of integrating environmental data programs. The key project would be Facility Linkage Application (FLA) project and assisting the FLA team. This project involves the agency assuring that the public receives public environmental information from all parts of the agency in a one-stop shopping approach. This project improves public access, supports environmental justice and broadens communication and understanding within all offices of IDEM.

The undersigned agree to the above objectives:


Paula Smith, Director of the Office of
Planning and Assessment


Megan Steiger, Internship Candidate

MIDTERM EVALUATION
Graduate Internship in Safety Management

Student Name _____ **Date** _____

Internship Supervisor _____

Internship Company _____

Please provide a candid evaluation of the student using the following checklist. Check the column that best describes the student's performance at your company. Please evaluate each category individually.

PERSONAL ATTRIBUTES				
	Outstanding	Proficient	Needs Improvement	Not Applicable
Attendance/Punctuality				
Cooperation				
Dependability				
Interest and Willingness to Work				
Professional Appearance				
Assertiveness				
Emotional Maturity				
Poise and Confidence				
Adaptability and Flexibility				
Responsibility				
Self Evaluation/Reflection				
Attitude				
Enthusiasm and Vitality				

Outstanding = exhibits superior qualities; professionally skilled
Proficient = exhibits acceptable qualities and generally successful
Needs improvement = requires repeated assistance and guidance
Not applicable = indicates that this behavior has not been experienced enough to be evaluated at this time or may not be relevant to the situation

Personal Characteristics that will help or hinder the student's professional development. Consider the categories above.

- Positive**
1. _____
 2. _____
 3. _____

- Areas for Improvement**
1. _____
 2. _____
 3. _____

Comments, Examples, Observations:

FINAL EVALUATION

Graduate Practicum in Safety Management

Student Name _____ Date _____

Practicum Supervisor _____

Internship Company _____

PERSONAL ATTRIBUTES				
	Outstanding	Proficient	Needs Improvement	Not Applicable
Attendance/Punctuality				
Cooperation				
Dependability				
Interest and Willingness to Work				
Professional Appearance				
Assertiveness				
Emotional Maturity				
Poise and Confidence				
Adaptability and Flexibility				
Responsibility				
Attitude				
Enthusiasm and Vitality				

PROFESSIONAL SKILLS AND ABILITIES				
	Outstanding	Proficient	Needs Improvement	Not Applicable
Oral Communication				
Written Communication				
Listening Skills				
Background Knowledge				
Accuracy and Thoroughness				
Creativity				
Initiative				
Relationships with clients				
Respect for clients				
Professional relationships with co-workers and administration				
Response to evaluation				
Intelligence in Solving Problems				
Work with the Community				

Outstanding = exhibits superior qualities; professionally skilled

Proficient = exhibits acceptable qualities and generally successful

Needs improvement = requires repeated assistance and guidance

Not applicable = indicates that this behavior has not been experienced enough to be evaluated at this time or may not be relevant

to the situation

What are the strengths of the student as an entry-level professional?

What professional skills and abilities need improvement?

In what areas has the student shown the most improvement during the practicum?

Other comments specific to the student that will provide a more complete picture of her/his readiness to enter the profession:

Recommendations/Comments regarding the Graduate Practicum Program:

Optional:

If the student were to apply for a position with your agency, what type of recommendation would you give in regards to hiring?

_____ Strongly Recommend _____ Recommend _____ Recommend with Reservation

S697 Weekly Journal Report

Please quantify the number of hours you spent on the following activities for this report:

Hours	Activity	Hours	Activity
	Needs Assessment		Research
	Planning		Literature/Data Search
	Implementation		Related Travel
	Evaluation		Networking/collaboration
	Observation		Establishing the practicum
	Documents Created/Developed		Other:
	Lessons/Materials Developed		Other:
	Presentations		Other:
	Marketing		Other:

Please write a paragraph describing your work this week. Include your thoughts about your progress so far.

What challenges or concerns do you have this week?

Any other comments?

Please make a word document for all of the weekly entries and E-mail this confidential report to the faculty practicum coordinator. The report does not need to be a full page for each week.

EVALUATION OF PRACTICUM
S697: Safety Management Practicum

Provide an evaluation of your practicum and site supervisor regarding her/his major responsibilities with respect to your practicum. Your comments will help in placing future students with this organization. Evaluate the practicum by going to:

<https://www.indiana.edu/~hperweb/internships/evaluation.php>

and go to the evaluate your experience link.

You must complete this evaluation during the final week of your practicum and before turning in your final report to the Faculty Coordinator at Indiana University, Department of Applied Health Science, SPH 116, Bloomington, IN 47405. Thank you.

“S697 Safety Management Practicum”

Credit Hours	Two
Course Coordinator	Trent Applegate MPH, HSD tapplega@indiana.edu
Office Hours	By appointment

Course Description

The graduate Practicum in Safety Management is designed to apply safety management experiences and skills which will help the student throughout their career.

Safety Management Competencies

- 1 Explain core public health concepts (X505)
- 2 Apply research findings & safety statistics to practical solutions (S590 & S515)
- 3 Assess safety training needs and evaluate training effectiveness (S502)
- 4 Utilize effective methods of facilitating safety training & education (S502 & S514)
- 5 Analyze workplace safety & health hazards (S513, S610, S632)
- 6 Design effective interventions to mitigate workplace health hazards (S632)
- 7 Identify the components of successful behavioral safety efforts (S552)
- 8 Critique the best practices for preventing and managing crises/disasters (S513)

Use these competencies to guide your work through the Practicum.

Grading

This course is graded as SATISFACTORY or FAIL (S or F).

Course Content & Learning Assessments

To receive a final grade for S697 the following must be completed:

1. The Practicum/Capstone Agreement form and Liability Risk form must be completed and submitted prior to beginning the Practicum.
2. A Memorandum of Understanding must be completed and submitted at the appropriate time.
3. A Mid-term Evaluation from the Site Supervisor, indicating proper work hours completed must be submitted by the designated time to the Course Coordinator. **If it is not turned in until the end of your Practicum you will receive a failing grade.**
4. A Final Evaluation from the Site Supervisor, indicating proper work hours completed must be submitted by the designated time to the Course Coordinator.
5. Weekly journal reports must be submitted each week they are completed.
6. The Practicum Student Evaluation must be submitted to the SPH-BL Webmaster sphweb@indiana.edu when the Practicum is completed.
7. The Capstone Research project presentation and a time for the presentation must be determined.

If the student has successfully completed all of the course requirements, however if the Site Supervisor’s Final Evaluation and student’s Capstone presentation has not been designated and submitted to the Course Coordinator by the dates determined, then a grade of an

Incomplete will be assigned.

Learning Objectives

The practicum is expected to provide the student with the opportunity to:

1. Participate in the daily functions of a safety management position within an organization, including administration and non-educational activities of the organization.
2. Participate in the organization's program planning which include assessment of safety needs, planning and implementing programs, budgeting, and program evaluation.
3. Create major competencies for safety professionals.
4. Demonstrate the ability to successfully work independently and with co-workers.
5. Use appropriate written and oral communication and human relationship skills.
6. Apply knowledge and skills gained in the workplace to practical experiences in the field.
7. Demonstrate the ability to coordinate provision of programs and services to those populations served by the organization.
8. Demonstrate the ability to utilize and disseminate health resources.
9. Describe how the knowledge and skills gained during the practicum/capstone will be put to future use.

Official Calendar – Bloomington Campus

For information regarding the official Bloomington campus calendar, go to the following URL:

<http://studentcentral.indiana.edu/register/register-classes/calendars.shtml>

“S698 Capstone in Safety Management”

Credit Hours	One
Course Coordinator	Academic Advisor
Office Hours	By appointment

Course Description

A Capstone research project will be designed to provide information that will assist the Safety Management graduate student and his/her future or current worksite in certain safety related programs and responsibilities.

Safety Management Competencies

- 9 Explain core public health concepts (X505)
- 10 Apply research findings & safety statistics to practical solutions (S590, S515)
- 11 Assess safety training needs and evaluate training effectiveness (S502)
- 12 Utilize effective methods of facilitating safety training & education (S502, S514, S515)
- 13 Analyze workplace safety & health hazards (S513, S515, S610, S632)
- 14 Design effective interventions to mitigate workplace health hazards (S632)
- 15 Identify the components of successful behavioral safety efforts (S552)
- 16 Critique the best practices for preventing and managing crises/disasters (S513)

Use these competencies to guide your work.

Grading

This course is graded as SATISFACTORY or FAIL (S or F).

To receive a final grade for S698 the Capstone Research project presentation and a time for the presentation must be determined.

If the student has successfully completed all of the course requirements, however if the student’s Capstone presentation has not been determined and the final report submitted to the Academic Advisor by the dates set, then a grade of an Incomplete will be assigned.

Grading Rubric for SPH-S698

- 1) Any student who does not complete their Capstone project as agreed upon by the Academic Advisor will automatically receive a failing grade.
- 2) A student must submit their Capstone report for evaluation at least one week before their oral presentation.
- 3) A student's grade is based on demonstrated learning as documented in the Capstone report, as well as their Academic Advisor assessment, and others observing the Final Capstone Oral presentation.

Course Content

A student's Capstone research project report must include the following categories:

Project Title
Project Introduction
Headings and sub-headings as appropriate (APA 6th ed)
Review of Relevant Literature
Methods and Analyses
Results
Conclusions
Recommendations
References
Appendix (A, B...) if needed
Bibliography

The student will present their final Capstone project orally to their Academic Advisor, other interested faculty, and site supervisor or other workers from their Internship work site.

Learning Objectives

Each Capstone project is unique to the student and will approximate an aspect of professional practice. The capstone project is a report using information from your MS coursework and implementing it into a report which will be valuable to their employer. Other objectives include:

Demonstrating a thorough command of your courses in Safety Management
Formulating measureable research questions
Developing recommendations for future action

Resume

To achieve a passing grade for the Capstone course a Resume must be included which Highlights the student's education and experiences in an effective format. See SPH career services for questions about developing or updating your resume.

Official Calendar – Bloomington Campus

For information regarding the official Bloomington campus calendar, go to the following URL:
<http://studentcentral.indiana.edu/register/register-classes/calendars.shtml>

Religious Observation

In accordance with the Office of the Vice Provost for Faculty and Academic Affairs guidelines, any student who wishes to receive an excused absence from class must submit a request form to the course instructor by the end of the second week of the semester. The form must be signed by the instructor, a copy retained by the instructor, and the original returned to the student. Information about the policy on religious observation can be found at the following web site: https://www.indiana.edu/~vpfaa/academicguide/index.php/Policy_H-10. You can download the request form at: <http://www.indiana.edu/~vpfaa/welcome/forms.shtml>