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| For Academic Affairs and Research Use Only |
| Proposal Number |  |
| CIP Code:  |  |
| Degree Code: |  |

**NEW OR MODIFIED COURSE PROPOSAL FORM**

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

|  |
| --- |
| **[X]New Course, [ ]Experimental Course (1-time offering), or [ ]Modified Course (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Julie B. King 8/7/2020**Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (if applicable)**   |
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| Mary Elizabeth Spence | 9/4/2020 |
| **Office of Assessment** |  |

 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Shanon Brantley 08/26/2020**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
| \_\_Susan Hanrahan\_\_\_\_\_\_\_\_ 8/27/2020**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (if applicable)**   |  |

1. **Contact Person (Name, Email Address, Phone Number)**

Dr. Julie King, juking@astate.edu; 870-932-3920

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

 Fall 2021, Bulletin year 2021-2022.

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

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|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)** *(Indicate “N/A” if no modification)* |
| **Prefix** |  | **OESH** |
| **Number\*** |  | **4401** |
| **Title** |  |  **Senior Seminar** |
| **Description\*\*** |  | Capstone course covering preparation for job searches, presentations, and certification exam preparation. Students will give formal presentations on their internship |

 ***\**** (Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

\*\*Forty words or fewer as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? Yes/No]**

(Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **Yes**  Are there any prerequisites?
	1. If yes, which ones?

Must be admitted to OESH program.

OESH 4003 Internship

OESH 4013 OSHA Standards and Practices

OESH 4113 Environmental Health and Safety Management

OESH 4203 Principles of Food Safety and Sanitation

This senior seminar course is designed to be taken after the practical 180-hour internship to allow students the opportunity to make professional presentations summarizing internship experiences. It is also designed to assist the graduating senior with the transition to a professional position by allowing discussions on relevant topics such as certification exams and ethical dilemmas.

1. **Yes**  Is this course restricted to a specific major? Yes
	1. If yes, which major? **Occupational and Environmental Safety and Health**
2. **Proposed course frequency [Modification requested? Yes/No]**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses.*

**Spring**

1. **Proposed course type [Modification requested? Yes/No]**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

**Seminar**

1. **Proposed grade type [Modification requested? Yes/No]**

What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

**Standard Letter grade**

1. **No** Is this course dual-listed (undergraduate/graduate)?
2. **No** Is this course cross-listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

**a.** – If yes, please list the prefix and course number of the cross-listed course.

 Enter text...

 **b.** – **Yes / No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

 Enter text...

1. **Yes** Is this course in support of a new program?

a. If yes, what program?

 **Occupational and Environmental Safety and Health**

1. **No** Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)?

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? Yes/No]**

(The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

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| --- | --- |
| Week | Topic/Assignments |
| 1 | Introduction/Preparation of a formal presentation |
| 2 | Ethical considerations in OESH |
| 3 | Student Internship dissemination presentation |
| 4 | Student Internship dissemination presentation |
| 5 | Student Internship dissemination presentation |
| 6 | Student Internship dissemination presentation |
| 7 | Student Internship dissemination presentation |
| 8 | Guest speaker: Preparing an effective resumé |
| 9 | Calculations for the ASP/CIH exam review |
| 10 | Guest Speaker: Making Professional Connections |
| 11 | REHS/RS exam topic review |
| 12 | REHS/RS mock exam (environmental) |
| 13 | REHS/RS exam results review |
| 14 | ASP mock exam (occupational safety) |
| 15 | ASP exam results review |
|  |  |

1. **Proposed special features** **[Modification requested? Yes/No]**

(e.g. labs, exhibits, site visitations, etc.)

**Seminar**

1. **Department staffing and classroom/lab resources**

1. Will this require additional faculty, supplies, etc.?

**No**

1. **No** Does this course require course fees?

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 This course will act in conjunction with OESH 4003 Internship as a capstone to the OESH program. Students are expected to make a formal presentation covering their internship experiences. Students will also be exposed to special topics in environmental and occupational health and safety such as ethics and mathematics review for the pertinent certification exams. Selected speakers will discuss topics relevant to graduating seniors such as creating effective resumes, job searches, and making professional connections. Students will participate in two mock exams that they will be eligible to take upon graduation: The Associate Safety Professional (ASP) and the NEHA Registered Environmental Health Specialist/Registered Sanitarian exam.

b. How does the course fit with the mission of the department? If course is mandated by an accrediting or certifying agency, include the directive.

 The core mission of the College of Nursing and Health Professions is to provide a comprehensive and quality education to students seeking careers in various areas of health professions including environmental health and occupational health and safety specialists. The mission for the program in Occupational and Environmental Safety and Health is to train the next generation of environmental health and safety practitioners that will be able to function effectively in industrial settings, the public sector, or academia. This seminar course, in conjunction with the 180-hour internship, be a capstone to the OESH program. Students will gain knowledge on relevant topics in preparation for a professional position after graduation.

c. Student population served.

This course is required for students seeking a bachelor’s degree in Occupational and Environmental Safety and Health.

d. Rationale for the level of the course (lower, upper, or graduate).

This course is designated at a higher level due to the prerequisites needs of having completed the 180-hour practical internship before the seminar course can be taken.

**Assessment**

**Assessment Plan Modifications (Course Modifications Only)**

1. **Yes / No** Do the proposed modifications result in a change to the assessment plan?

 *If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Due to the capstone nature of this course, students will be expected to demonstrate critical thinking skills (PLO-1), communication skills (PLO-2), and program management skills (PLO-4). Students will be preparing formal presentations to address each of the Program level outcomes from their internship experience.

All of these topics will also be reinforced in this course that will help students transition to employment after graduation.

1. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #23)** | Students will be able to apply a broad base of science, mathematics, and communication knowledge to anticipate, recognize, and quantify environmental health and occupational safety hazards.  |
| Assessment Measure | Direct measure: OESH 4003 Internship and OESH 4401 Senior Seminar act as a capstone to the program. Internship preceptors and instructors will be given a detailed evaluation form to fill out upon internship completion to assess for critical thinking skills in anticipating, recognizing and evaluating environmental health and occupational safety hazards. Students will also be given mock certification exams in either environmental health or occupational safety in the OESH 4401 Senior Seminar course. The grade outcomes of these exams will also be used to assess the program. Indirect measures: Students will be given program exit surveys in the OESH 4401 Senior Seminar course to assess the program.  |
| Assessment Timetable | Annually |
| Who is responsible for assessing and reporting on the results? | Course faculty and Dr. Julie King, Program Chair Occupational and Environmental Safety and Health, juking@astate.edu, 870-972-3920 |

 *(Repeat if this new course will support additional program-level outcomes)*

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| **Program-Level Outcome 2 (from question #23)** |  Students should be able to communicate occupational and environmental standards, studies, and programs effectively and professionally with a wide range of audiences verbally and in writing through publications, presentations, and technical reports. |
| Assessment Measure | Direct measure: OESH 4003 Internship and OESH 4401 Senior Seminar act as a capstone to the program. Students will be required to give a formal presentation in the OESH 4401 Senior seminar detailing their experiences in the internship. Presentations will be evaluated for communication skills. Internship preceptors and instructors will also give detailed evaluations on the students’ ability to communicate with a variety of audiences. Indirect measures: Students will be given program exit surveys in the OESH 4401 Senior Seminar course to assess the program.  |
| Assessment Timetable | Annually |
| Who is responsible for assessing and reporting on the results? | Course faculty and Dr. Julie King, Program Chair Occupational and Environmental Safety and Health, juking@astate.edu, 870-972-3920 |

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| **Program-Level Outcome 3 (from question #23)** | Students will be able to design and conduct environmental or workplace studies, experiments, or investigations, then analyze data and draw appropriate conclusions using sound scientific judgement. |
| Assessment Measure | Direct measure: OESH 4003 Internship and OESH 4401 Senior Seminar act as a capstone to the program. Internship preceptors and instructors will be given a detailed evaluation form to fill out upon internship completion to assess for ability to design and conduct detailed workplace studies, experiments, and investigations. Students will also be assessed for their ability to draw sound scientific conclusions using data from these experiments. Students ability to conduct these investigations will also be assessed by program faculty in their formal presentation of their internship experiences required in OESH 4401 Senior Seminar. Indirect measures: Students will be given program exit surveys in the OESH 4401 Senior Seminar course to assess the program.  |
| Assessment Timetable | Annually |
| Who is responsible for assessing and reporting on the results? | Course faculty and Dr. Julie King, Program Chair Occupational and Environmental Safety and Health, juking@astate.edu, 870-972-3920 |

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| **Program-Level Outcome 4 (from question #23)** | Students should be able to design, analyze, and evaluate environmental health or occupational safety management systems or programs including ethical considerations, stakeholder interests, and fiscal responsibility.  |
| Assessment Measure | Direct measure: OESH 4003 Internship and OESH 4401 Senior Seminar act as a capstone to the program. Internship preceptors and instructors will be given a detailed evaluation form to fill out upon internship completion to assess for student’s ability to design, analyze and evaluate OESH programs. Students will also be assessed by program faculty in a formal presentation of their internship experience which will be completed in OESH 4401 Senior Seminar. Students will also be assessed by exam scores on mock certification exams to be taken in the senior seminar course. Indirect measures: Students will be given program exit surveys in the OESH 4401 Senior Seminar course to assess the program.  |
| Assessment Timetable | Annually |
| Who is responsible for assessing and reporting on the results? | Course faculty and Dr. Julie King, Program Chair Occupational and Environmental Safety and Health, juking@astate.edu, 870-972-3920 |

 **Course-Level Outcomes**

1. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | Students will be able to think critically about ethical considerations in OESH.  |
| Which learning activities are responsible for this outcome? | Topical discussionLecture |
| Assessment Measure  | Participation rubric benchmark 90% |

*(Repeat if needed for additional outcomes)*

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| **Outcome 2** | Students will prepare and present a formal presentation over their internship experiences. Students will also have the opportunity to provide feedback and criticism of their classmates’ presentations.  |
| Which learning activities are responsible for this outcome? | Student formal presentation |
| Assessment Measure  | Student formal presentation 100% participation |

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| **Outcome 3** | Students will take part in two mock exams that they will be eligible to take after graduation.  |
| Which learning activities are responsible for this outcome? | Mock exam reviewMock exam participation |
| Assessment Measure  | Student scores will vary and will be used in the assessment of the program overall.  |

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

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Insert

**Major in Occupational and Environmental Safety and Health**

*Bachelor of Science*

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| **University Requirements:** |  |
| See University General Requirements for Baccalaureate degrees (p. 42) |  |
| **First Year Making Connections Course:** | **Sem. Hrs.** |
| UC 1013, Making Connections | **3** |
| **General Education Requirements:** | **Sem. Hrs.** |
| See General Education Curriculum for Baccalaureate degrees (p. 78)**Students with this major must take the following:***MATH 1023, College Algebra or MATH course that requires MATH 1023 as a prerequisite**CHEM 1013 and CHEM 1011 General Chemistry and Lab**BIO 2013 and BIO 2011 Biology of the Cell and Lab**COMS 1203, Oral Communication (Required Departmental Gen. Ed. Option)* | **35** |
| **Major Requirements:** | **Sem. Hrs.** |
| OESH 3013 Fundamentals of Occupational Safety | 3 |
| OESH 3023 Principles of Environmental Health | 3 |
| OESH 3103 Recognition of Occupational Hazards | 3 |
| OESH 3113 Toxicology | 3 |
| OESH 3203 Control of Occupational Hazards | 3 |
| OESH 3223 Industrial Hygiene Sampling and Analysis Laboratory | 3 |
| OESH 3303 Water, wastewater, Solid and Hazardous Waste Treatment | 3 |
| OESH 3313 Epidemiology and Biostatistics | 3 |
| DPEM 3503 Principles of Disaster Preparedness and Emergency Management | 3 |
| OESH 4003 OESH Internship | 3 |
| OESH 4013 OSHA Standards and Practices | 3 |
| OESH 4113 Environmental Health and Safety Management | 3 |
| OESH 4203 Principles of Food Safety and Sanitation | 3 |
| OESH 4213 Construction Safety | 3 |
| OESH 4223 Accident Investigation and Analysis | 3 |
| OESH 4303 Environmental Risk Assessment | 3 |
| OESH 4313 Ergonomics | 3 |
| OESH 4323 Air Pollution | 3 |
| OESH 4401 Senior Seminar | 1 |
| POSC 4533 Environmental Law and Administration | 3 |

**Page 534 Course Descriptions**

**Occupational and Environmental Safety and Health (OESH)**

**OESH 4401 Senior Seminar** – Capstone course covering preparation for job searches, presentations, and certification exam preparation. Students will give formal presentations on their internship. Admission to the Occupational and Environmental Safety and Health Program required. Prerequisites, OESH 4003, OESH 4013, OESH 4113, and OESH 4203. Spring.