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Introduction

Indiana University of Pennsylvania

This handbook has three objectives. The first is to act as a supplement to the official IUP Graduate Catalog. This handbook is intended to augment the university policies and School of Graduate Studies and Research (GSR) policies.

The Graduate School policies can be found at this link: <http://www.iup.edu/graduatestudies/catalog/> Most importantly, the handbook provides additional clarification of university policies and GSR regulations that are of particular concern to master's degree students in Safety Sciences.

The second objective of the handbook is to provide a detailed description and explanation of the master's degree experience specific to the discipline of Safety Sciences.

Finally, the handbook makes available, early on, suggestions regarding the process of being, and demands on, a student in a master's degree program, as provided by the faculty and master's degree

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Deficiency Courses: During the application process, prospective students' prior coursework,

the very latest) by the deadline indicated in the letter of agreement, and comply with all of the terms set forth in the contract. Resignation from an awarded GA position has very serious consequences for the Department: if a person resigns after accepting an appointment as a GA, that faculty mentor is deprived of the support of a GA. All GAs assigned to a faculty mentor (who is engaged in scholarly activities and all GAs are given a job description.

5. Attend the orientation session and be available to work. GAs must be available to begin their assistantship duties by the date specified in their letter of agreement. GAs will be contacted via letter and/or e-mail about an orientation session for the Fall semester.

6. Understand the terms of the agreement. All GAs bear responsibility for reading the correspondence that they receive, checking the specifics of their contracts, and complying with the terms of their agreements.

7. Duration of support. GAs who seek to continue for another semester must be in good academic standing and must reapply.

Role of the Graduate Assistant duties for graduate assistants include:

1. conducting library research and compiling a literature review
2. collecting, coding, and analyzing research data
3. supporting innovative projects in the Department of Safety Sciences
4. providing support to a faculty member's teaching

The following activities are not appropriate for a graduate assistant:

1. performing contractual duties of the faculty mentor (e.g., teaching classes without the faculty mentor present, covering office hours, advising students)
2. assisting the faculty mentor with personal tasks
3. engaging in instructor of record activities (e.g., assigning grades)

According to the policies of The School of Graduate Studies and Research, graduate assistants are not clerical workers; their role and function is to support scholarship and research.

Work Duties, Hours, and Terms of Employment Graduate assistantships are available for students enrolled parttime and fulltime. Graduate assistants may be offered a position at 10 hours, or 20 hours per week during the academic term and may be awarded for one term (fall or spring) or for two terms (fall and spring). All graduate assistants receive a stipend and tuition dollars. Stipends for assistantships may change from year to year. Applicants should check with the Graduate Program Coordinator for current stipend levels.

Graduate Assistant Conduct

All GAs will have access to a computer through a desktop computer, a laptop, use of the computer lab in the study area, etc. GAs should print documents from the computers in the computer lab, in the study area, or from a flash drive and have your faculty supervisor print it.

GAs should not be in the front main office area (area behind the counter, student file cabinet areas, copier, etc) unless asked to do something by your faculty supervisor that requires you to be in that area.

The computer and desk in the main office area are for the office student workers only. They should not be used by GAs.

The copier should only be used to copy materials requested by faculty. The office copier should not be used to copy homework, other students' papers, and personal documents.

GAs who are not adequately performing their assignments and tasks as part of their assistantship or violating the University's code of conduct will be dismissed from their assistantship which would result in loss of tuition waivers and stipends.

Links to additional resources are provided here:

- o <https://www.iup.edu/admissions/graduate/financialaid/graduateassistantships-at-iup.html>
- o Office of Financial Aid www.iup.edu/financialaid/

Academic Advisement

Students are assigned an academic advisor within the Department of Safety Sciences at the time of admission. The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests. The Graduate Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements.

MyIUP: www.iup.edu/myiup/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/vets/aresourcecenter/

IUP Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center: www.iup.edu/career/

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 877-333-2470

Student Registration www.iup.edu/registrar/students/registration/

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.

Visit <https://www.iup.edu/itsupportcenter/getsupport/e-mail-and-calendar/general/> to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University and graduate specific policies and in areas of concern in the cultural, intellectual, and social life of the part-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Master's Program

The Department of Safety Sciences offers a 36 credit online education program leading to a Master of Science degree in Safety Sciences. The total time needed to complete the degree is approximately two years. Each course requires attendance in a weekly and synchronous online session. Students with identified deficiency areas in the undergraduate preparation will be required to take additional coursework as part of their program of study. Students can be admitted to this program in any semester.

Course Descriptions

The M.S. in Safety Sciences consists of the following courses. Detailed course descriptions are located in Appendix B. The current catalog is the official listing of courses and program requirements. In the event there are differences between what is listed here, the Graduate Catalog information supersedes.

Core Courses (2 credits)

SAFE 602 Research Methods in Management

SAFE 660 Applied Industrial Hygiene
SAFE 701 Environmental Impact Analysis and Documentation
SAFE 774 Fire Safety in Building Design Approved Controlled Electives (12 credits)

Four elective courses are required. Electives are offered on a rotating basis. Examples of elective courses include:

SAFE 541 Accident Investigation
SAFE 542 Current Issues in Safety
SAFE 543 Construction Safety
SAFE 562 Radiological Health
SAFE 603 Human Relations in Safety Management
SAFE 623 Advanced Safety Administration SAFE 630 Pollution Control
SAFE 773 Disaster Preparedness
SAFE 795 Thesis Supervision (6 credit hours)

Electives (a maximum of 2) outside of the department may be taken with prior approval from the Graduate Program coordinator.

The course descriptions can be found in Appendix B of this handbook.

Thesis Option

Students planning to pursue an advanced degree beyond the Masters should seriously consider taking the thesis route. Students can use 6 hours of thesis supervision toward their electives in the program. The procedures, registration policies and various deadlines for pursuing a thesis can be found on the Graduate School website at:

<http://www.iup.edu/graduatestudies/catalog/universitypolicies/academicpolicies/continuousgraduateregistrationfor-dissertationand-thesis/>

The decision to write a thesis should be made early in a student's program of study. Students should consult the Graduate School's Thesis/Dissertation Manual for details and requirements. The manual can be found at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertationinformation/thesisdissertationmanual.html>

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Evaluation Outcome for Dissertation and/or Thesis

Thesis Defense Department Protocol:

The thesis proposal defense shall be attended by all committee members. The proposal defense will be an oral presentation and closed to the Safety Sciences department. Students will be notified of the outcome of the proposal defense at conclusion of the defense and after a brief meeting among committee members. The potential outcomes are pass or revise and resubmit.

The final thesis defense will be conducted once research is complete and a final version of the thesis is submitted to the thesis committee. The defense shall be attended by all committee members. The defense will be an oral presentation and closed to the Safety Sciences department. Students will be notified of the outcome of the defense at conclusion of the defense and after a brief meeting among committee members. The potential outcomes are pass, fail or revise and resubmit.

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The Following University and SGSR policies can be found at <https://catalog.iup.edu/content.php?catoid=6&navoid=847>

Academic Good Standing

Academic Integrity

Bereavement Related Class Absences

Continuous Graduate Registration for Dissertation and Thesis

Grade Appeal Policy

Graduate Fresh Start Policy

Graduate Residency Requirement

Leave of Absence Policy

Time Limitations

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation

Transfer of Credits Policy

Research

Online Course Technical Support

The Master of Science in Safety Sciences program delivers all courses online. Technical support for online courses and computer requirements are provided through the University IT Support Center.

Details can be found here <https://www.iup.edu/itsupportcenter/getsupport/e-mail-and-calendar/general/>

Prior to the start of an online course, the professor will send students a letter with the course requirements and textbook information. When a student registers for an online course, they will be provided with a course day and time. The day and time is the chat session in which all students in the course and the professor log into the online course system. Attendance in the chat sessions is mandatory and part of the course grade.

Resources

Stapleton Library

The Stapleton Library contains hundreds of books, electronic resources, safety journals and other related course materials. As an IUP student, you can order books from other libraries, access course materials for your class online, reserve and search electronic data bases. For more information on these resources, visit the library online at www.iup.edu/library

University Computer Facilities

The Applied Research Lab (ARL) is open to students and can provide assistance with research instrument design and statistical analyses of many kinds. The ARL is an excellent resource to support graduate student research activities.

Appendix A

Deficiency Clearance Procedures

This document lists the possible deficiency areas graduate students may have upon entering the Master of Science in Safety Sciences degree program and methods to clear them. Graduate students should refer to their correspondence from the Department identifying their specific deficiency areas. The method selected to clear a deficiency must be approved by the Graduate Program coordinator.

Math and Science:

Students must be able to demonstrate competency in math, chemistry, and physics. This can be addressed through successful completion of the following:

College Algebra (MATH 105) This must be completed prior to taking SAFE 605 and SAFE 660. Equivalent community college course may be used with a C or better.

Chemistry (CHEM 101) This must be completed before SAFE 350. Equivalent community college course may be used with a C or better.

Physics (PHYS 111/121) This must be completed before SAFE 605. Equivalent community college course may be used with a C or better, or equivalent

or

A portfolio of extensive professional work where the candidate can demonstrate knowledge and application of techniques used in math, chemistry, and physics. Successful completion of professional training and seminars covering topic areas dealing with the techniques used in math, chemistry, and physics. Certification as a Certified Safety Professional.

General Industry or Construction:

This deficiency may be addressed through any one of the following:

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Appendix B: Graduate Course Descriptions

SAFE 520/* Law and Ethics in the Safety Profession 3 cr.

Examines ethical and legal issues faced by practicing safety professionals. Students identify and evaluate these issues in terms of their own value system, as well as legal and prudent practice within the safety, health, and environmental profession. Case studies and anecdotal presentations are used to examine common issues and to prepare the students for their potential roles as expert witnesses in various forms of litigation. Specific reference is made to participation of the safety professional in workers' compensation cases, Occupational Safety and Health Review Commission hearings, class action suits, and trials by jury. Prerequisite: Permission of the instructor.

SAFE 541/* Accident Investigation 3 cr.

Focuses on the various aspects of accident investigation such as recent theories associated with accident causes, investigative techniques, data acquisition, structure of investigative reports, management responsibilities, and remedial actions. Emphasizes determining sequence of events to develop management actions which will prevent recurrence of accidents. Prerequisite: Permission of instructor.

SAFE 542/* Current Issues in Safety 3 cr.

Examines the emerging issues currently facing the safety, health, and environmental (SH&E) practitioner that extend beyond the conventional areas of academic preparation. In addition to

SAFE 311, CHEM 101, and CHEM 102 or permission of the instructor.

SAFE 610 Safety, Health, and Environmental Administration 3 cr.

Examines administrative concepts and principles regarding organizing and managing the functional areas of safety, health, and the environment within an organization. Students are introduced to management practices unique to SH&E programs as well as concepts related to organizational culture, labor relations, professional ethics, workers' compensation, and medical management.

SAFE 620 Safety Data Management 3 cr.

Covered are design of loss ~~in~~ source documents and code dictionaries; procedures to collect accident cost and cause data; accident cause analysis; and data for management accoun (r)11 (o)-6-3.3 (

SAFE 644 Preventing Unsafe Acts 3 cr.

Accident cause analysis narrowed to behavior analysis to determine motivation problems and behavior skill deficiencies with appropriate intervention techniques are covered. Cost/benefit analysis of accident costs versus training program benefits and OSHA training requirements are presented. Proposals for funding of training programs as well as writing behavioral objectives are covered. Course descriptions and course, unit, and lesson outlines as well as lesson development are presented. Lesson plan presentations and evaluation techniques are included.

SAFE 645 Principles of Occupational Safety 3 cr.

Provides the student with fundamental knowledge of the technical and managerial aspects of occupational safety.

SAFE 667 Principles of Occupational Health 3 cr.

Provides comprehensive coverage of the industrial hygienist's responsibility for recognition, evaluation, and control of environmental stressors arising in or from the workplace. Students learn how to recognize and evaluate exposures to chemical, physical, and biological hazards. Emphasis is also placed on the identification of appropriate control strategies, including program development and evaluation.

This course will not count toward meeting the degree requirements for the M.S. Degree in Safety Sciences. I hrh6..P.t(a8)1.i.2.3 - 02.6 (he i3.1 (m5le123d619-5.7 (ra1 (s3 (d6 (p)2 .27a9)2em)- 02.6 (he h31dp)2

Appendix C Signature Page

I hereby acknowledge receipt of my personal copy of the Master of Science in Safety Sciences Student Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As the University provides updated policy information, I accept responsibility for reading and abiding by the changes.

The rules and regulations of this Student Handbook have been read by:

StudentName: _____

StudentSignature: