

UNIVERSITY OF NORTH ALABAMA



Department of Chemistry and Occupational Health Science

Manual for:
IH 494
Internship in Occupational Health Science

Table of Contents

Undergraduate Internship in Occupational Health Science	3
Purpose of the Internship in Occupational Health Science	3
Student Intern Learning Outcomes.....	3
Eligibility for Internship Experience	3
Contact Hours	3
General Internship Information	3
Internship Opportunities	3
Internship Project	3
Compensation.....	4
Housing.....	4
General Procedure for Internship.....	4
Required Internship Deliverables	4
Evaluation.....	5
Appendix A: LION JOBS Instructional Guides	6
How to Create Lion Jobs Account	7
How to Enter Placement Data in Lion Jobs	8
How to Track Your Hours in Lion Jobs.....	15
Appendix B: Internship Presentation Guidelines	2

Undergraduate Internship in Occupational Health Science

Purpose of the Internship in Occupational Health Science

The basic purpose of the occupational health science internship is to provide a transition from the university curriculum to a professional career setting. The internship affords students the opportunity to apply comprehensive and cumulative knowledge acquired in occupational health science and supporting courses to a project conducted during a pre-professional internship.

Student Intern Learning Outcomes

At the end of the internship, students will:

- complete a comprehensive project which demonstrates cumulative knowledge and skills in occupational health science
- function on a multidisciplinary team

Eligibility for Internship Experience

- minimum cumulative GPA of 2.00;
- completion of 84 credit hours;
- and/or approval of the Occupational Health Science Program Director

Contact Hours

Internships involve a minimum of 150 hours of direct contact work and must be completed during one regular semester (Fall or Spring) or regular summer term (May, June, or July). Students are required to keep an Internship Log (in LionJobs) which details hours worked and weekly assignments/projects completed. The Internship Log must be submitted weekly.

General Internship Information

Internship Opportunities

Internship opportunities will vary from semester to semester. The Occupational Health Science Program Director will help guide students toward an internship that is appropriate; however, the decision to employ a student solely resides with the internship employer. Students will be competing against other applicants and should recognize that highly sought after internships are competitive. Students are strongly encouraged to seek out their own internship opportunity; however, approval of the Program Director is required prior to the interview. Known internship opportunities will be emailed to Occupational Health Science students and posted.

Internship Project

The occupational health science internship experience must consist of a project (or projects) which requires the application of comprehensive and cumulative knowledge in occupational health science. Some examples of comprehensive occupational health science projects which encompass elements of recognition, evaluation and control include: evaluation of occupational noise exposure via personal dosimetry and/or area sound pressure level measurements; evaluation of occupational exposures to aerosols, gases and/or vapors through active or passive air sampling methods; evaluation of ergonomic risk factors; heat stress evaluations; evaluations of indoor air quality; evaluation of industrial ventilation systems; etc. Upon acceptance of an internship, the student along with his or her field supervisor (i.e. employer) must identify at least one major project. The project(s) must be approved by the Occupational Health Science Program Director prior to commencing the internship.

Compensation

The majority of occupational health science internships are paid positions. Compensation for internship work is strictly between the student and the internship employer, and pay rates vary by company. Although most occupational health science internships are paid, unpaid internships are also available.

Housing

If a student accepts an internship that requires relocation, housing is the responsibility of the student (unless the employer provides arrangements).

General Procedure for Internship

Step 1.	Meet with the Occupational Health Science Program Director <u>at the beginning of the semester before you plan to intern</u> to establish a plan for the internship
Step 2.	Apply for internship opportunities with <u>approved</u> , prospective intern employers
Step 3.	Interview with approved, prospective employers. Notify the Occupational Health Science Program Director prior to all interviews.
Step 4.	Once you have accepted an internship, notify the Occupational Health Science Program Director. Register for IH 494, Internship in Occupational Health Science during the appropriate semester
Step 5.	Create an Account in LionJobs (also known as Symplicity) (*see Appendix for Detailed Instructions) Enter Placement Data in Symplicity (*See Appendix for Detailed Instructions) <ul style="list-style-type: none">• Provide the name of the company, along with the name, email address, and phone number of the Internship Supervisor. Provide a summary of the comprehensive occupational health science project(s) you will work on during your internship
Step 6.	Begin the internship. Keep a weekly log of hours worked and weekly assignments/projects. Submit your hours worked weekly in Symplicity (*See Appendix for Detailed Instructions)
Step 7.	During the last few weeks of your internship, your supervisor will receive an email from Symplicity requesting they complete an online evaluation of your performance during the internship experience.

Required Internship Deliverables

1 Enter Placement Data in LionJobs

Note: the Occupational Health Science Program Director must approve of your internship experience and project prior to the start of the internship

2 Maintain a Record of Hours Worked in LionJobs

3 Internship Evaluation Form

Your supervisor will receive an email from LionJobs during the last few weeks of your internship requesting they complete an online evaluation of your performance.

4 Internship Presentation

Students are required to enroll in IH 496 (Senior Seminar in Occupational Health Science) and deliver a formal presentation detailing their internship experience. See Appendix A for format and content requirements.

Evaluation

Occupational Health Science Internships are non-credit bearing (0 credit hour). Students enrolled in IH 494 will receive a grade of Pass/Fail. Internship deliverables (1-3) are required to receive a passing grade in IH 494. Internship deliverable (4) is evaluated in IH 496 (Senior Seminar in Occupational Health Science)

Appendix A: LION JOBS Instructional Guides



FIRST TIME REGISTRATION:

- Go to career.una.edu/LionJobs. Click **FOR STUDENTS**.
- Click **SIGN UP**. Enter the information requested and click **SUBMIT**.
- You will receive two emails at the address you entered. One has a confirmation link that you **MUST** click to complete the registration process. The other email contains your username and a **URL** to set your password.

TO UPLOAD A RÉSUMÉ:

- **FIRST**, view sample résumés at career.una.edu. When your résumé is complete and saved, you are ready to submit.
- Click the **DOCUMENTS** tab.
- Click **ADD NEW**.
- **BROWSE** to the location where your résumé is saved. Click **SUBMIT**.
All documents will be reviewed by the Career Center staff to ensure they have up-loaded correctly. *Please allow 48 hours for review.*
 - You will receive an email with comments and instructions.
 - Make any suggested changes and re-submit.
- **WHEN YOUR DOCUMENT IS APPROVED, YOU WILL BE ABLE TO APPLY FOR JOBS.**



TO SEARCH FOR JOBS:



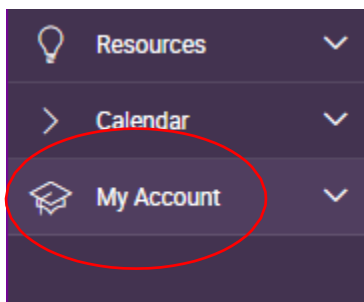
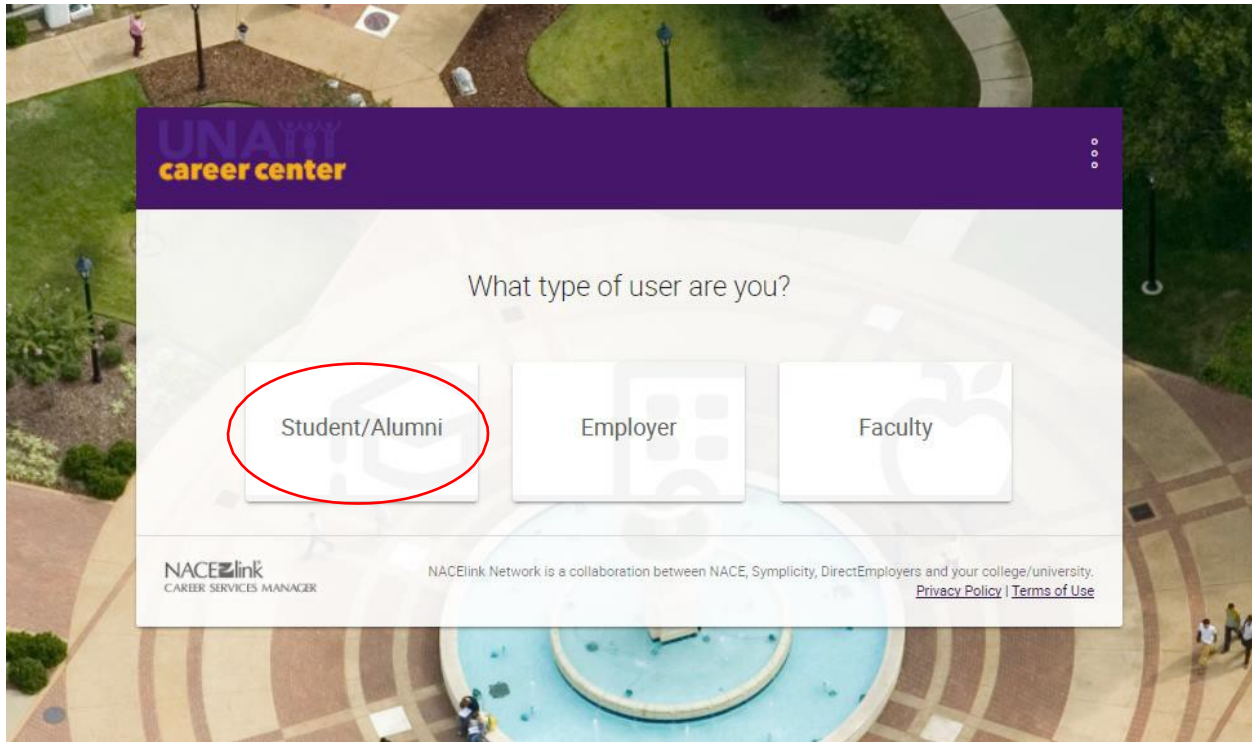
- Click the **JOBS** tab. Next click **CSM JOBS**, then **Advanced Search**, OR **NACElink Extended Job Search**.
- Indicate the **POSITION TYPE** you are seeking (part-time or full-time, on- or off-campus).
- Click **SEARCH**, or further narrow the search as you wish.
- Scroll down to view the list of positions. Click on the **JOB TITLE** of the position you wish to review.
- Follow the instructions to apply for the job. **In most cases, you will not be able to apply for the job if you do not have an approved résumé uploaded to your LionJobs account.**



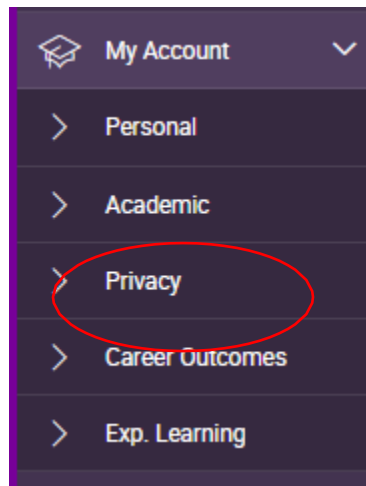
Please email hwammack@una.edu or call (256)765-4276 if you have any questions.

How to Enter Placement Data in Lion Jobs

Step 1: Log into or register with LionJobs by visiting <https://una-csm.symplicity.com/>



Step 2: Once you are logged in click on the My Account tab on the left-handed purple task bar. When you click on My Account a drop down menu appear like below.



Once the menu appears click on Exp. Learning to access the EL Module

Step 3: Once you have accessed the EL Module you should see the below options on your screen. To begin adding your EL Placement Data click **ADD NEW EXPERIENCE**.

The screenshot shows the 'My Account' page with a navigation bar containing 'Personal', 'Academic', 'Privacy', and 'Experiential Learning'. Below the navigation bar, there is a purple button labeled 'Add New' and the text 'Showing 1-1 of 1 results Experience'. The 'Add New' button is circled in red.

Step 4: The below form should appear. You will need to complete the form in its entirety.

The screenshot shows the 'Exp. Learning Information' form with the following fields and annotations:

- Type ***: A dropdown menu. A yellow arrow points to it with the text: *For Type: Select Internship - IH*
- Work Term ***: A dropdown menu. A yellow arrow points to it with the text: *For Work Term: Select the semester you will receive academic credit for*
- Employer**: A text input field with a search icon and a close icon.
- New Employer**: A text input field with the instruction: *use this field if the employer does not exist in the system*. This field is circled in red.
- Job**: A dropdown menu.
- New Job Title**: A text input field with the instruction: *(if you did not accept a job within LionJobs)*. This field is circled in red.

A text box on the right side of the form contains the following instructions:

To enter your employer information always type in the data in the New Employer and New Job Title fields. This allows you to customize your roles.

Leave the Employer and Job fields blank.

Step 5: To complete the below field click select and a calendar will populate.

Information Sheet and Learning Objectives

Start Date *

SELECT

CLEAR

**Enter the first day of classes for the semester.*

End Date *

SELECT

CLEAR

**Enter the date for Study Day of the academic semester.*

Enroll Date *

SELECT

CLEAR

**Enter the first day of classes for the semester again.*

Step 6: Continue to complete the fields listed below to the best of your knowledge. Note: The red asterisk is a required field and you will not be able to continue until you complete every field.

Work Email *

Work Phone and Extension *

Work Department *

Compensation Type *

Compensation *

Hours Per Week *

Step 7: The below fields are very important to the completion of your EL Placement and Evaluation data. Please complete all fields to the best of your knowledge.

Supervisor Name *

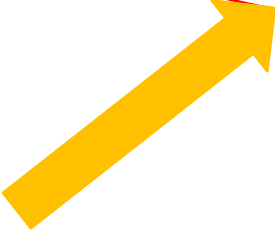
Supervisor Department *

Supervisor Title *

Supervisor Phone *

Supervisor Email *

This information will be used to confirm that you have discussed and agreed on your learning objectives



Step 8: Complete the remaining fields listed below. Type N/A if you are not currently experiencing problems.

Did you obtain this position through the Exp. Learning office or did you find it on your own? *

- Experiential Learning Office Found it on my own

Please write a brief job description including any special projects on which you are working. *

Are you having any problems (i.e. supervisor, transportation, housing, hours, salary, fellow workers, classes)? *

Step 9: Enter your work schedule in the box provided below. Be as detailed as possible. This information will assist the Career Center Staff in scheduling site visits or contacting your employer supervisor during the academic semester.

Please give us your work schedule with the days and hours you expect to be working each week so we can schedule work-site visits or reach you by phone during work hours. If your schedule will vary, please indicate which days and hours are potential work hours and what day you usually get your next work schedule. *

Step 10: For the next sections, please read the instructions carefully and answer based upon your internship project.

Project Description *

The Industrial hygiene internship experience must consist of a project (or projects) which require the application of comprehensive and cumulative knowledge in industrial hygiene. Some examples of comprehensive industrial hygiene projects include: evaluation of occupational noise exposure via personal dosimetry and/or area sound pressure level measurements; evaluation of occupational exposures to aerosols, gases and/or vapors through active or passive air sampling methods; evaluation of ergonomic risk factors; heat stress evaluations; evaluations of indoor air quality; evaluation of industrial ventilation systems; etc.

Students will deliver a formal presentation detailing their internship project in IH 496 (Senior Seminar in Industrial Hygiene). The presentation should be structured to include: Recognition, Evaluation, Control, and Conclusion. guidelines for each section are given below. Because each student's project will be different in nature and scope, not all of the following bullet points will apply.

NOTE: The Recognition, Evaluation, Control and Conclusion sections will be completed throughout the semester based upon deadlines from your faculty.

Recognition

- A description of all associated hazards: These can include physical, chemical, biological, ergonomic and/or environmental hazards. Indicate how these hazards may pose an occupational and/or environmental risk.
- A narrative of expected physiological effects, toxicity and exposure mechanisms.
- An analysis of the regulatory aspects (legal and authoritative) that apply to the hazards encountered: Consider OSHA, ACGIH, NIOSH, EPA, ANSI, ASTM, NFPA and other standards.

Evaluation

- A description of methods for evaluating physical, chemical, biological and environmental hazards: Description should address the complete identification of the method(s), including sponsoring agency, sampling media required, limits of detection and quantification, sample handling precautions, analytical techniques, interferences and scope of application. Direct reading methods must identify instrument type and model, detection principle, and detection limits. For alternate methods, compare and contrast the merits of the different options.
- The design of strategies to assess occupational exposures by means of representative sample: Sampling strategies for evaluating the hazards recognized should identify number of samples, sampling time, frequency of sampling and the tasks included in the assessment of exposures. Strategies should include benchmarks or rubrics for assessing exposures (acceptable, unacceptable, and uncertain) and for communicating risk.
- Provide the costs (or a cost estimate) associated with the sampling strategies.
- Provide the results of the evaluation.
- Provide an assessment of the acceptability of the exposure based on regulatory and/or authoritative limits.

Control

- Apply analysis of control options for all exposures assessed posing unacceptable risk. Analysis should include a list of feasible options ranked according to their effectiveness and applicability. Discuss pros and cons of each of the options listed. For the control options finally selected, provide a clear rationale of your choice.
- For the options that require general ventilation, local exhaust, or noise control, design the specific control, include information on materials, devices, and layout of the corrective structures. Supplement narrative with diagrams, sketches, tables of performance characteristics, and pictures of the equipment required.
- Cost analysis for each of the control options selected.

Conclusions

- Lessons learned and primary take-away points from the experience.

Step 11: Type in your name or initials for your signature.

Student Agreement Signature *

Step 12: Complete the Related Academic Information fields listed below:

Related Academic Information

Subject

Type in your course name IH 494.

Catalog Number

Type in the 3-digit course number here; i.e. 494

Section

Type in your section number here; i.e. -01, -02

Class Number

Type in the course CRN here.

Credits

Use the dropdown to select 0 credit hours; this is VERY IMPORTANT!! ▼

Grade

▼

Step 13: Once all fields have been completed you must click **SUBMIT**. If you would like to save your data and come back to work on it later, click **SAVE AS DRAFT**. Once you click submit, it will go to the Career Center for approval. Please note you will not be able to track your hours until your placement data is approved.

SUBMIT

SAVE AS DRAFT

DELETE

CANCEL

PRINT

How to Track Your Hours in Lion Jobs

Step 1: Log into your LionJobs account.

Step 2: Once your Exp. Learning Placement data has been entered and approved you should be able to review your experience like the sample shown below.

My Account

PERSONAL ACADEMIC PRIVACY **EXPERIENTIAL LEARNING** CAREER OUTCOMES PASSWORD ACTIVITY SUMMARY NOTIFICATION

ADD NEW

Accounting Intern Approved
CDPA, PC
Spring 2017

Review Edit **Track Hours** Program Evaluation Employer Evaluation

Showing 1-1 of 1 results Experience

Step 3: To begin tracking your internship hours you must click “Track Hours” which is circled in red above.

Step 4: Once you click Track Hours an additional window will pop up. This will be your online journal to keep records of your required internship hours during the semester. *Be sure to submit and save each entry so you do not override your previous entries.*

Track Hours

for Spring 2017

Week Start Date	Week End Date	Hours	Tasks	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE"/>
<input type="button" value="SELECT"/> <input type="button" value="CLEAR"/>	<input type="button" value="SELECT"/> <input type="button" value="CLEAR"/>			

ADD HOURS

Total Number of Hours:

Step 5: Continue to Add Hours each week a timesheet is due and be sure to click submit. Each time you return to this form you should the last week's entry and your Total Number of Hours should be increasing. Below is an example of what your weekly timesheets should look like. ****Please note that your employer supervisor will see this information in your evaluation at the end of term. Please refrain from inputting any negative personal comments. If you need to express negative comments or concerns, please contact your faculty member or Exp. Learning Representative in the Career Center.**

***NOTE** In order to receive full credit for your weekly timesheets please **BE DETAILED** in the task box. Appropriate items to describe in this section might be as followed:

- Duties and responsibilities performed
- New programs learned or training acquired
- Reflection of lessons learned during this timeframe

The screenshot shows a web form titled "Track Hours" with a purple header. It contains two rows of input fields for dates, hours, and comments, each with a "DELETE" button. Below the entries is an "ADD HOURS" button and a "Total Number of Hours" field showing "165.00". At the bottom, a "SUBMIT" button and a "CANCEL" button are visible. A red circle highlights the "SUBMIT" button, and a large yellow arrow points upwards towards it.

Be sure to click submit to save your data after each entry.

Appendix B: Internship Presentation Guidelines

The occupational health science internship experience must consist of a project (or projects) which require the application of comprehensive and cumulative knowledge in occupational health science. Some examples of comprehensive occupational health science projects include: evaluation of occupational noise exposure via personal dosimetry and/or area sound pressure level measurements; evaluation of occupational exposures to aerosols, gases and/or vapors through active or passive air sampling methods; evaluation of ergonomic risk factors; heat stress evaluations; evaluations of indoor air quality; evaluation of industrial ventilation systems; etc.

Students will deliver a formal presentation detailing their internship project in IH 496 (Senior Seminar in Occupational health science). The presentation should be structured to include six sections: Introduction, Recognition, Evaluation, Control, Conclusion, and References. Guidelines for each section are given below. Because each student's project will be different in nature and scope, not all of the following bullet points will apply.

Introduction

- A description of the company (size, location, number of employees, number of shifts)
- A summary of your primary job functions while interning
- An overall description of the process (or processes) performed at the facility
 - Include sequence of operations involved; raw and intermediate materials used; the standard equipment usually employed; and the typical conditions of operation.
 - Include process flow diagrams, photographs, and/or flow charts.
- A description describing the overall scope of your project(s)

Recognition

- A description of all associated hazards
 - These can including physical, chemical, biological, ergonomics and/or environmental hazards
 - Indicate how these hazards may pose an occupational and/or environmental risk
- A narrative of expected physiological effects, toxicity and exposure mechanisms
- An analysis of the regulatory aspects (legal and authoritative) that apply to the hazards encountered
 - Consider OSHA, ACGIH, NIOSH, EPA, ANSI, ASTM, NFPA and other standards

Evaluation

- A description of methods for evaluating physical, chemical, biological and environmental hazards
 - Description should address the complete identification of the method(s), including sponsoring agency, sampling media required, limits of detection and quantification, sample handling precautions, analytical techniques, interferences and scope of application.

- Direct reading methods must identify instrument type and model, detection principle, and detection limits.
- For alternate methods, compare and contrast the merits of the different options.
- The design of strategies to assess occupational exposures by means of representative sampling
 - Sampling strategies for evaluating the hazards recognized should identify number of samples, sampling time, frequency of sampling and the tasks included in the assessment of exposures.
 - Strategies should include benchmarks or rubrics for assessing exposures (acceptable, unacceptable, and uncertain) and for communicating risk.
- Provide the costs (or a cost estimate) associated with the sampling strategies
- Provide the results of the evaluation
- Provide an assessment of the acceptability of the exposure based on regulatory and/or authoritative limits

Control

- Apply analysis of control options for all exposures assessed posing unacceptable risk.
 - Analysis should include a list of feasible options ranked according to their effectiveness and applicability. Discuss pros and cons of each of the options listed.
 - For the control options finally selected, provide a clear rationale of your choice.
- For options that require general ventilation, local exhaust, or noise control, design the specific control, include information on materials, devices, and layout of the corrective structures.
 - Supplement narrative with diagrams, sketches, tables of performance characteristics, and pictures of the equipment required
- Cost analysis for each of control options selected

Conclusions

- Lessons learned and primary take-away points from the experience

References