

Course Syllabus

Spring 2017

Credits: 2

Meeting Time: Friday, 9:05 to 11:00 AM

Meeting Place: Mayo 1250

Instructor: Susan Arnold, PhD, CIH, FAIHA

Office Address: Room 1208 Mayo, 420 Delaware St SE

Phone: 612 624-6222

Fax:

E-mail: arnol353@umn.edu

Office Hours: Please call or email for an appointment. I am always glad to meet with you!

I. Course Description

This course is required for students in the industrial hygiene master's program. Students enrolled in other environmental or occupational health master's programs are also welcome! We will explore and apply the basic principles that inform the industrial hygiene field--recognition, evaluation and control of occupational health and safety hazards. Activities will be designed to provide practice applying these concepts to specific workplace health and safety problems.

You can access the course website via myU: www.myu.umn.edu

II. Course Prerequisites

Must be enrolled as a masters or doctoral student in the Industrial Hygiene Program or by permission of the instructor.

III. Course Goals and Objectives

By the end of the course, I expect that you will have improved your knowledge and skills in the following areas:

1. Understand, interpret and apply regulations.
2. Design and implement exposure assessment strategies.
3. Interpret and use exposure guidelines.
4. Prioritize hazards, exposures and controls.
5. Recommend, evaluate and implement appropriate controls.
6. Recognize the influence of cultural and social factors in occupational health practice.
7. Communicate effectively with variety of stakeholders.
8. Develop and implement health and safety programs.

I also expect that you will add to your knowledge about:

1. Health effects of workplace hazards
2. Hazards associated with industrial sources and process
3. Ethical code and behavior
4. Scientific data and interpretation

IV. Methods of Instruction and Work Expectations

This is a lecture and problem-based participatory course in which your activities in the classroom are complemented by outside activities and assignments. For some classes, you will be expected to prepare and bring a written assignment, which will be based on previous class activities or your readings. Some of these may be prepared individually while others will be done as part of a group.

You are expected to:

• Attend and actively participate in all class sessions. If you plan to be absent from class, please communicate this information to me at least 24 hr prior to your absence. More than one excused absence will result in a loss of 5 pts for each missed class. Each unexcused absence will result in a loss of 10 points from your grade.

- Complete readings before each class session.
- Complete all assignments on time. Be sure to read your assignment instructions – I may ask you to bring a hard copy of your assignment to class.
- Make use of the university libraries and online resources for literature research.
- Participate in group exercises.
- Give constructive feedback when you are dissatisfied with the course content or teaching methods.

V. Course Text and Readings

You do not need to purchase texts or a set of course readings for this course.

Two books will be used extensively throughout the course; you might find it useful to purchase a copy of these (particularly if you plan to practice as an industrial hygienist after graduation). A copy of each will be available in the EnvHS library.

A Strategy for Assessing and Managing Occupational Exposures, 4th edition, Jahn, Ignacio and Bullock (editors), AIHA Press (2015)

Writing Reports to Get Results, 3rd edition, Blicq and Moretto, Wiley and Sons, Inc. (2001)

Some required reading will be assigned from three additional books, as well (also on reserve at the EnvHS Library):
TLVs and BEIs, 2016, ACGIH

Value Strategy Manual, B. Silverstein (editor), AIHA Press

Just Plain Data Analysis, 2nd edition, G.M. Klass, Rowman and Littlefield Publishing Group, 2012

Other course reading materials will be identified in the course outline and similar documents, as well as on the course website. Copies of most of these will be available electronically, either on the course website or via links to library or other websites.

VI. Course Outline/Weekly Schedule

The course weekly schedule will be posted on the course website. Required reading, slides and homework assignments are all located here. The News Forum is a good place to find general information and updates. I

recommend checking the website on a regular basis for changes in the schedule.

Evaluation and Grading

There will be numerous writing assignments, several discussion forum posts to the course website and two team projects with oral presentations. The point value of assignments varies and reflects the degree of time and effort required.

Assignments turned in late will be penalized; 0.5 point will be lost for every day after the due date. Different due dates may be arranged with the instructor; these must be discussed with the instructor at least one week before the current due date of the assignment.

I want you to firstly, master the concept and second, get a good grade. Therefore, you may revise and re-submit an assignment a second time. The final assignment grade will be an average of the two grades. I must receive your revision no later than one week after you receive your first grade. Grading will be on an A/F basis. Assignments are worth a total of 100 points. Letter grades will be assigned according to the scale below. An F represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an incomplete. Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F for the entire course.

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-60	F

Course Evaluation

Beginning in fall 2008 the SPH will collect student course evaluations electronically using a software system called CoursEval. The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grades just as soon as the faculty member renders the grade. All students will have access to their final grades two weeks after the last day of the semester regardless of whether they completed their course evaluation or not. Student feedback on course content and faculty teaching skills are important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered.

Incomplete Contracts A grade of incomplete "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances (e.g., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the work of the course on time. The assignment of an "I" requires that a contract be initiated and completed by the student before the last day of class and signed by both the student and instructor. If an incomplete is deemed appropriate by the instructor, the student, in consultation with the instructor, will specify the time and manner in which the student will complete course requirements. Extension for completion of the work will not exceed one year (or earlier if designated by the student's college). For more information and to initiate an

incomplete contract, students should go to: www.sph.umn.edu/grades.

University of Minnesota Uniform Grading and Transcript Policy

A link to the policy can be found at onestop.umn.edu.

VIII. Other Course Information and Policies

Grade Option Change (if applicable)

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester courses) can be found at onestop.umn.edu.

Course Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at sph-ssc@umn.edu for further information.

Student Conduct, Scholastic Dishonesty and Sexual Harassment Policies

Students are responsible for knowing the University of Minnesota, Board of Regents' policy on Student Conduct and Sexual Harassment found at www.umn.edu/regents/polindex.html.

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office of Student Academic Integrity (OSAI, www.osai.umn.edu).

The University's Student Conduct Code defines scholastic dishonesty as "plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis."

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/>.

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to <http://tutorial.lib.umn.edu/> and click on "Citing Sources".

In addition, original work is expected in this course. It is unacceptable to hand in assignments for this course for which you receive credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

Disability Statement

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have a documented disability (e.g., physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services to have a confidential discussion of their individual needs for accommodations. Disability

Services is located in Suite180 McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling 612/626-1333 (voice or TTY).

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Week	Date	Topic
1.	1/20	Intro to course The Role of Professional Judgment and Evaluation, Fallacy of Small Sample Sizes and Faulty Feedback Loops
2.	1/27	Basic Characterization – General Approach, Process Mapping, Introduction to the Pyramid Method of Writing
3.	2/3	Exposure Assessment – Defining SEGs
4.	2/10	Exposure Assessment – OELs/Benchmarks
5.	2/17	Exposure Assessment – Analyzing, Interpreting data, Bayesian Decision Analysis
6.	2/24	Written Communication –Presenting your data, results and conclusions
7.	3/3	Exposure Assessment Simulation part I
8.	3/10	Exposure Assessment Simulation part II
9.	3/17	Spring Break
10.	3/24	Practical Considerations of Exposure Assessment
11.	3/31	Communicating Your Results – Reports and Other Instruments
12.	4/7	Assessing Dermal Exposures
13.	4/14	Evaluation Reports – Working Session
14.	4/21	Oral Communications and Student Presentations
15.	4/28	Communicating across cultures and Peer Review
16.	5/5	Oral Communications Employee Training