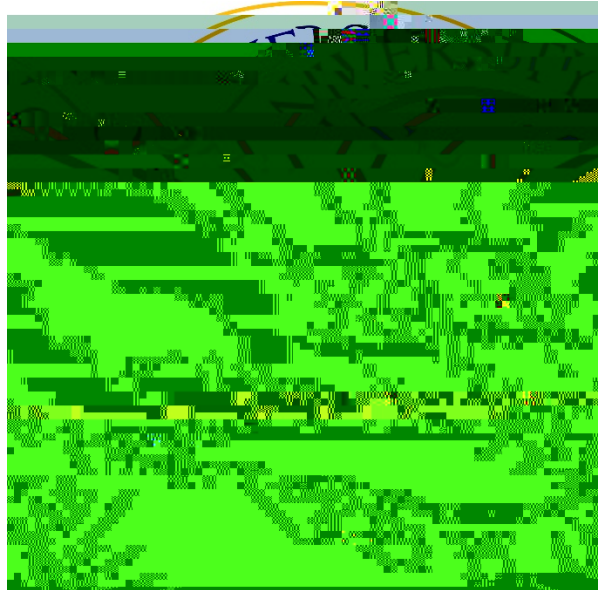


UNIVERSITY OF NORTH ALABAMA



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

m

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).
T(c)0.6 Tm s OntE(s)-7(b)5 9.1 (n)-18.(r)0.5 (l)-5.3 (i)-5.7.0.9 P AMCID 3 BDC -3.21rl et(re).1 fPc T

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 A u0.01hix A for form17at acontentrequirements.

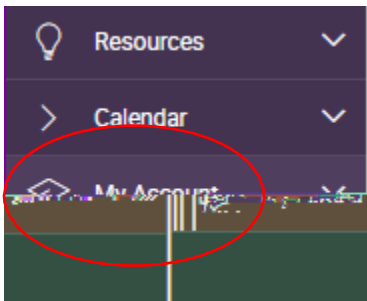
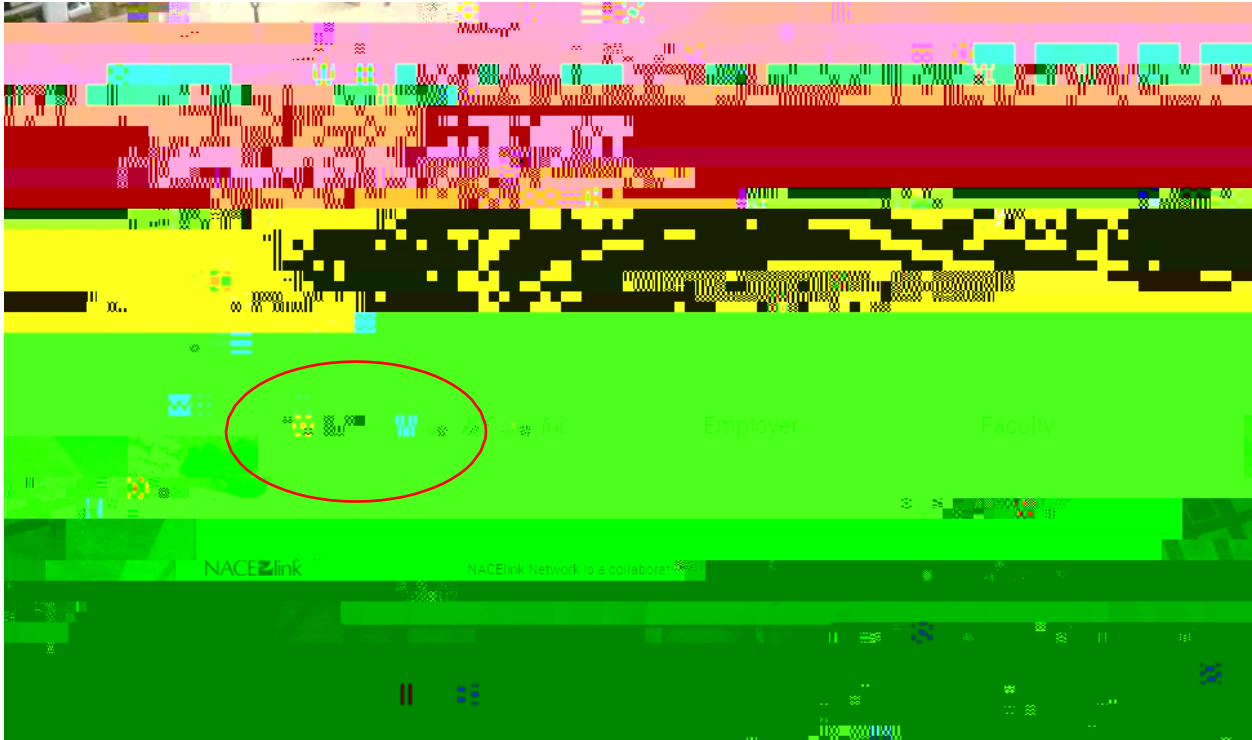
Appendix A: LION JOBS

How to Create Lion Jobs Account

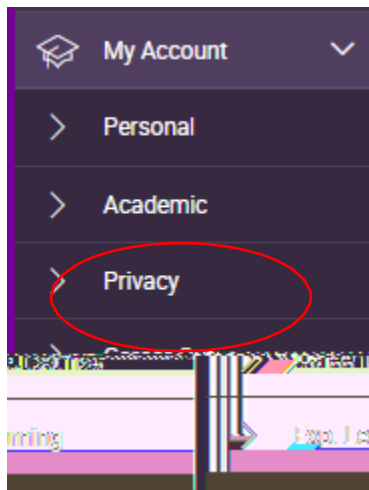


How to Enter Placement Data in Lion Jobs

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.

My Account

Privacy **Experiential Learning** Personal Academic

Showing 1-1 of 1 results Experience

Add New Showir

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

Exp. Learning Information

Type

Work Term *

Employer

New Employer
use this field if the employer does not exist in the system

Job

New Job Title

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

Information Sheet and Learning Objectives

Start Date *

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

End Date *

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

Enroll Date *

LEAR **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 *

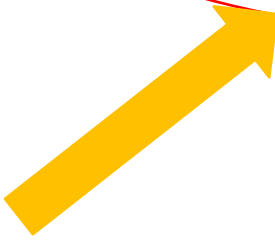
Supervisor Department *

Supervisor Title *

Supervisor Phone *

Supervisor Email *

eed on your Learning objectives. This information will be used to confirm that you have discussed and approved



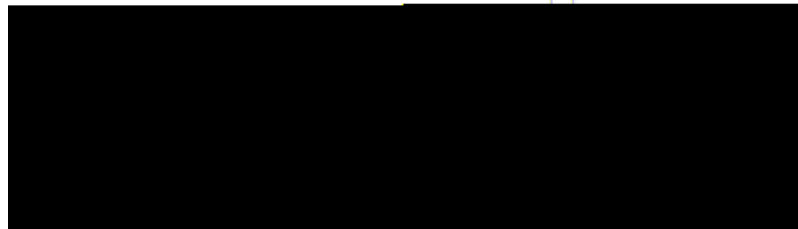
Step 8: Complete the remaining fields listed below. Type N/A if you are not currently experiencing problems.

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

on including any special projects on which you are working. *

Please write a brief job description



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.



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

Catalog Number

Section

Class Number

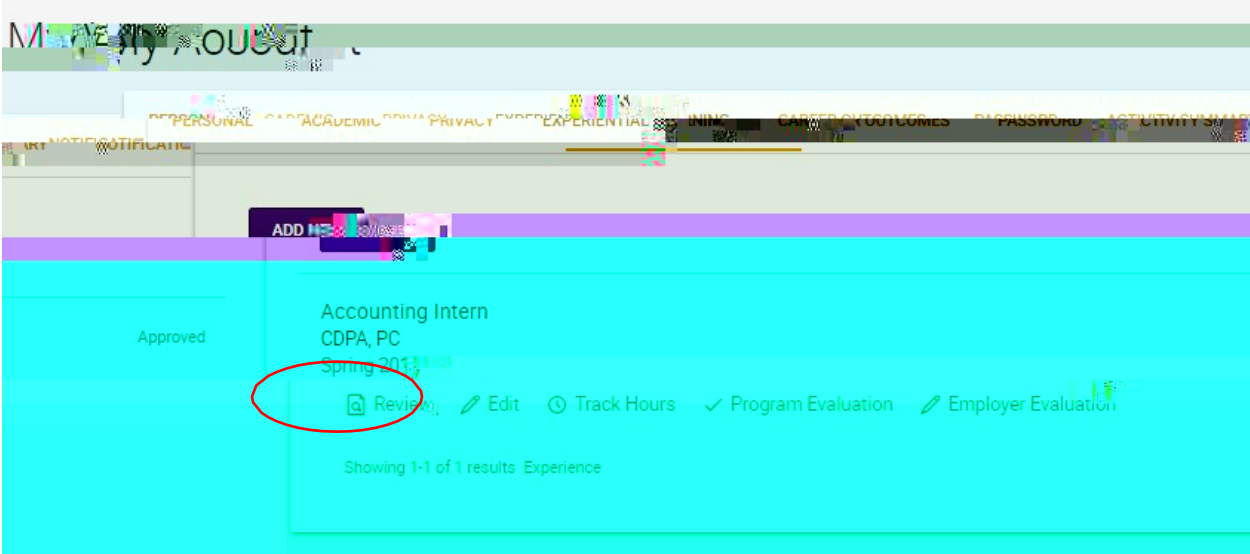
Grade

Step 13: Once all fields have been completed you must click **SUBMIT**. If you would like to save yo

How to Track Your Hours in Lion Jobs

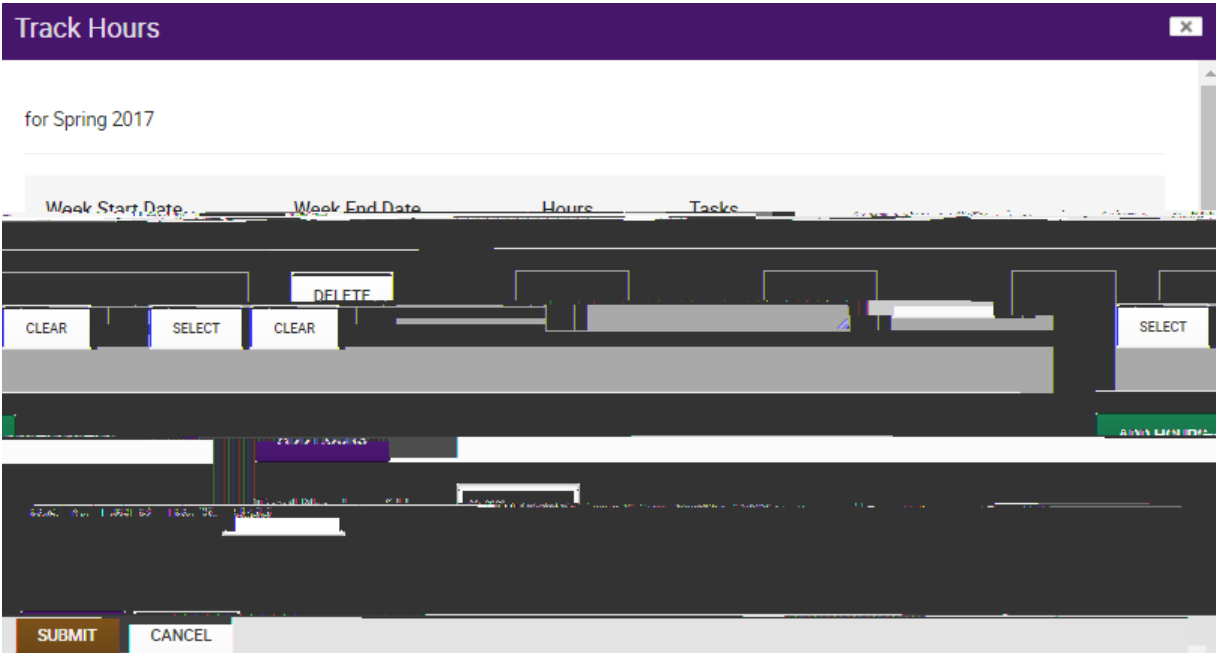
Step 1: Log into your LionJobs account.

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.



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

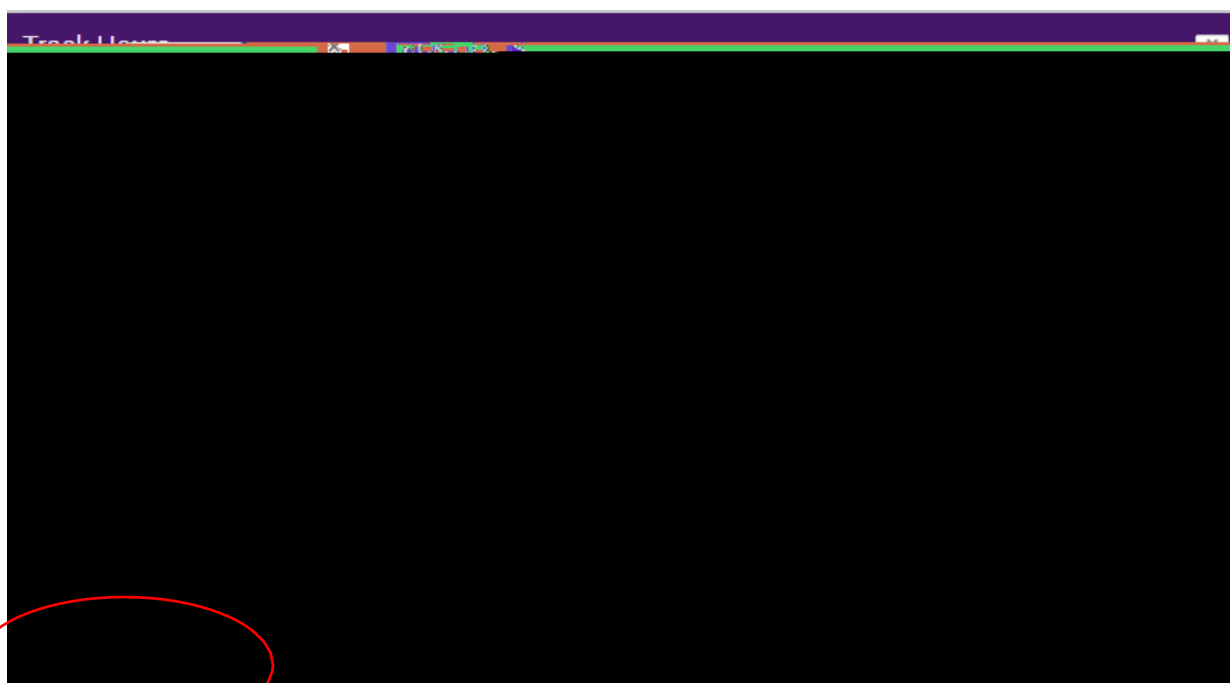
Step 4: Once you click Track Hours an additional window will pop up. This will be your online journal to keep records of your required internship hours during the semester. *Be sure to submit and save each entry so you do not override your previous entries.*



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



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,

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