

included with the Unit VI, VII, and VIII Assignments. Specific information about accessing these rubrics is provided below.

6. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.
7. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

## CSU Online Library

There is a virtual library with resources, including both journals and ebooks, to support your program and your course at Columbia Southern University. eResources are accessible 24 hours a day/7 days a week from the CSU Online Library gateway page. To access the library, log into myCSU, and then click on CSU Online Library. Resources are organized in the library by title, but if you click on Research Guides, you will find eResources arranged by subject.

The Library Reference service is available 7 days a week; you can reach CSU's virtual librarians by emailing [thevirtuallibrarian@columbiasouthern.edu](mailto:thevirtuallibrarian@columbiasouthern.edu). These professional librarians will be glad to help you develop your research plan or to assist you in any way in finding relevant, appropriate, and timely information.

Librarian responses may occur within minutes or hours, but it will never take more than 24 hours for a librarian to send a response to the email address you have provided. Replies to reference requests may include customized keyword search strategies, links to videos, research guides, screen captures, attachments, a phone call, live screen sharing, and meeting room appointments, as well as other forms of instruction.

## Unit Assignments

### ★ Unit IV Case Study ★

#### Analysis of an Air-Sampling Report

Click [here](#) to view a PDF of a typical sampling report. Compose a two- to three-page analysis that addresses the following questions:

1. What is the purpose of the exposure assessment?
2. Why was the exposure assessment conducted?
3. What type of sampling (personal or area) was conducted, and why?
4. What are the chemicals that were sampled, and what are their hazards?
5. What are the most likely routes of exposure given the nature of the business?
6. Describe the sampling equipment and methods used to collect the sample.
7. Provide an overview of the results, including an explanation of the "additive formula," and discuss them in relation to the applicable exposure limit.
8. Were there any off-normal or unplanned incidents relative to sample collection?
9. Provide a summary of the recommendations made by Sam "IH" Sampler.
10. Comment on the thoroughness of the study. Did you feel that the exposure assessment was comprehensive? If not, what additional information would you provide?
11. Comment on who the target audience would be for this report. If you were the plant director of ACME Printing, would you be comfortable with sharing this with an auditor from the Occupational Safety and Health Administration (OSHA)? Do you have any concerns related to sharing this with your employees?

In addition to addressing the listed questions, you should consider using additional background materials to support your analysis. Materials should be cited using APA formatting style to include in-text citations and a reference list. You should also paraphrase information obtained from outside sources; that is, use your own words. Do not simply cut and paste materials from outside sources. Limit directly quoted materials to no more than three to five sentences for the entire case study overview, and always use quotation marks for direct quotes of outside sources.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

## ✦ Unit VII Scholarly Activity ✦

### Safety Handbook

As a safety professional, you have been asked to create a handbook explaining the various types of biological agents employees may have contact with in the workplace. In addition, you have been asked to include information regarding the basic exposure mechanisms for biological agents, methods of evaluation and control for biological agents, and methods of sampling for biological agents. You may use the training topics discussed on pages 128-129 of your textbook as a guide. Also, please feel free to use the CSU online library to locate additional information that you feel should be included in your handbook.

This assignment should consist of no less than three pages, and any outside sources, including your textbook, should be referenced and cited using proper APA formatting.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

## ✦ Unit VIII Essay ✦

### White Paper

You are an industrial hygienist for a major pharmaceutical company. The CEO has contacted you regarding a new product line that will be produced in your facility. The new product involves the handling and use of an engineered nanomaterial. To date, your company's health and safety program has not had to address any safety concerns associated with handling and use of these materials. Using the Centers for Disease Control document in the Unit VIII Required Reading section as your authoritative source, prepare a three- to five-page "white paper" that provides an overview of engineered materials and includes a discussion of the following:

- ☐ background and industry overview of engineered nanomaterials,
- ☐ exposure control strategies,
- ☐ nanotechnology processes and engineering controls,
- ☐ hazard control evaluations,
- ☐ health hazards associated with exposures, and
- ☐ conclusions and recommendations.

As you prepare your paper, keep in mind that this should be a high-level overview that is understandable to all employees in the organization: from upper management to production workers. All sources used, including your textbook, should be cited and referenced properly using APA format.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

## APA Guidelines

CSU requires that students use APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. Students can find CSU's Citation Guide in the myCSU Student Portal by clicking on the "Citation Resources" link in the "Learning Resources" area of the myCSU Student Portal. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

## Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).