Instructor: Lisa M. Brosseau, Sc.D., CIH, Associate Professor  
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Office Hours: Please call for an appointment

Course Web Site

A course website has been developed for this course. It contains all of the class materials, assignments, syllabus, etc. You can access this site at:

http://webct3.umn.edu

You must use your University Internet ID and password to gain access to the course. If you have any trouble with this, please contact me.

Instructor Biography

I have been teaching at the University since 1991. Originally from New York, I spent 12 years in Boston going to school and working as a loss control consultant for an insurance company. My research interests are in the areas of aerosols, respiratory protection, bioaerosols, and small business assistance. I'm involved in two studies right now. One will test the effectiveness of a newsletter on raising small business owners' attitudes and beliefs about health and safety. The other will test whether training small business owners and employees can lower the risk of amputations in metalworking shops.

Course Overview

This is a required course for hazardous substances students and highly recommended for industrial hygiene students. This course is concerned with the management of hazardous materials and wastes. Through lectures, case studies, workshops and field trips we will consider the generation, control, and disposal of hazardous materials and wastes. Students will develop knowledge and skills needed to recognize, evaluate, control and prevent hazards from chemicals that threaten occupational and environmental health.

Course Objectives and Learning Outcomes

There are three primary objectives of this course:

1. Build knowledge of hazardous materials and wastes with respect to definitions, regulations, communication of health effects, prioritization and prevention of releases,
response to releases, emissions to soil, air and water, transportation, treatment, disposal, storage, and minimization.

2. Build problem solving and communication skills for managing hazardous materials and wastes, particularly in terms of recognizing dangerous situations, prioritizing and recommending management actions, and writing and speaking clearly about problems and solutions.

3. Apply knowledge and problem solving and communication skills to specific problems in order to practice the role of health and safety professionals in managing hazardous materials and wastes.

**Expectations for Students**

1. 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 the instructor at least 24 hr prior to your absence. More than two excused absences will result in an adjustment to your final grade.

2. You are expected to complete all readings before each class session and to complete all assignments on time.

3. You are expected to make use of the university libraries for literature research.

4. Participation in group exercises is expected.

5. Incompletes will only be given in extraordinary circumstances. An "I" must be requested from the instructor prior to final exam week and a signed contract must be submitted indicating when requirements will be completed. Generally, the work should be completed within one quarter after receiving the incomplete.

6. Students are encouraged to give constructive feedback when there is dissatisfaction with the course content or teaching methods.

7. Assignments must be handed in on the due date. Problem sets are due at the start of class; other assignments are due by 5 PM. If submitting assignments outside of class time, please put them in the instructor's mailbox, located on the 11th floor, Mayo Building. Assignments turned in late will be penalized; 5 points 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.

**Expectations for the Instructor**

1. To use a variety of instructional methods.
2. To be responsible for facilitating discussions.
3. To share responsibility for leading the class with students.
4. To enlist appropriate guest speakers and orient them to expectations for their presentation.
5. To clarify objectives for each session.
6. To provide assignments with clear expectations while giving students a chance to choose alternatives which may be meaningful for them.
7. To regularly gather and respond to feedback to improve the course.
8. To return assignments within one week of submission.
9. To evaluate performance based on objective criteria which are shared in advance.
10. To provide feedback which identifies strengths in student work and areas for further work and improvement given in a constructive manner.
11. To distinguish between fact and opinion and not force the latter on students.
12. To attempt to communicate passion and enthusiasm for the subject matter.
13. To open instructional methods used in the course for on-going discussion and analysis.
14. To be respectful of individual students’ styles of learning.

Text Requirements

This text will be on reserve at the Biomedical Library:

There will be other readings, which will be available on the website.

Assignments & Grades

Course assignments include:
1. Twelve Problem Sets, each based on the week’s assigned readings, handed in at start of class, each worth 5 points (total of 60 points)
2. A Take-Home Quiz at Mid-term, worth 20 points
3. A Final Problem (written report & oral presentation), worth 20 points

These assignments are worth a total of 100 points. Grading will be on an A/F basis. 100 points will be converted to 4 point scale by dividing final number of points by 25 (Example, 90 points / 25 = 3.60) Letter grades will then be assigned according to the scale below. This follows the University of Minnesota’s Grading Policy (http://www1.umn.edu/usenate/policies/gradingpolicy.html)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100 %</td>
</tr>
<tr>
<td>A-</td>
<td>90-92 %</td>
</tr>
<tr>
<td>B+</td>
<td>87-89 %</td>
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<tr>
<td>B</td>
<td>83-86%</td>
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<tr>
<td>B-</td>
<td>80-82 %</td>
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<tr>
<td>C+</td>
<td>77-79 %</td>
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<tr>
<td>C</td>
<td>73-77 %</td>
</tr>
<tr>
<td>C-</td>
<td>70-72 %</td>
</tr>
</tbody>
</table>
D+  --  67-69 %
D   --  63-66 %
D-  --  60-62 %
F   --  0 - 60 %

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

**Field Trip Requirements**

It is extremely important that you dress appropriately when visiting an industrial location, particularly in the context of health and safety. _An additional requirement of this course, therefore, is that you are properly attired during a field trip._ This means that you should wear pants (no skirts or dresses) and sturdy, leather, closed-toed boots (no shoes or sneakers). _No dangling clothing or jewelry (no scarves, ties, necklaces, dangling earrings, bracelets, pins, or rings, etc.)._ A jacket may be appropriate in some locations, but keep in mind that many industrial processes are very dirty. Don't wear anything you care about, because it may be ruined.

If you are not properly attired at the start of the field trip, you will not be able to participate in any of the activities in the plant. There will be no exceptions to this. If you are unable to participate in a field trip due to improper attire, you will lose 10 points from your course grade.

**Other Information**

- Grading Option: Students may change grading options during the initial registration period or during the first 2 weeks of the term. The grading option may not be changed after the second week of the term.
- Scholastic Dishonesty – Students are responsible for knowing the University of Minnesota Board of Regents’ policy on student conduct and scholastic dishonesty: [http://www.umn.edu/regents/policies/academic/StudentConduct.html](http://www.umn.edu/regents/policies/academic/StudentConduct.html)

Scholastic dishonesty as defined in the policy will be reported to the Office of Student Judicial Affairs: [http://www.sja.umn.edu/](http://www.sja.umn.edu/) and will result in a grade of “F” or “N” for the entire course.

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 plagiarism, please consult University policies and procedures: [http://cisw.cla.umn.edu/plagiarism/uofmpolicies.html](http://cisw.cla.umn.edu/plagiarism/uofmpolicies.html)
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.

If you have any questions, consult the instructor.

• Course Withdrawal: School of Public Health students may withdraw from a course through the second week of the semester without permission. No “W” will appear on the transcript. After the second week students must do the following:
  o Contact and notify their advisor and the course instructor.
  o Send an email to the SPH student services center (SSC). Provide your name, ID#, course number, section number, semester and year with instructions to withdraw the student from the course. Acknowledge that the instructor and advisor have been contacted.
  o The advisor and instructor must email the SSC acknowledging the student is canceling the course.
  o The SSC will complete the process by withdrawing the student from the course. A “W” will be placed and remain on the student transcript for the course.
  o After discussion with advisor and notification of the instructor, students may withdraw up until the eighth week of the semester. There is no appeal process.

Any student with a documented disability who needs to arrange reasonable accommodations must contact the instructor and Disability Services at the beginning of the semester. All discussion will remain confidential. For further information contact the University of Minnesota Disability Services website at http://ds.umn.edu or call 612-626-1333 (V/TTY).