

BIO 4465: Occupational Safety and Health

Guidelines for writing a case study

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Introduction

As per the Merriam- Webster dictionary, a case study is defined as “a published report about a person, group, or situation that has been studied over time; also: a situation in real life that can be looked at or studied to learn about something”. A case study includes an in-depth analysis of the problem and attempts to discuss the solutions to the problem. As an occupational safety and health officer, you should be familiar with the concept of writing a case study. There are several examples of case studies given on the OSHA website for reference purposes. **Please follow the guidelines given below to write your case study for this class.**

General Guidelines

Each case study should be **minimum three pages long** and should not exceed 10 pages. The page limit does not include the title page or bibliography. All text should be in **12-point font, double-spaced and with 1 inch page margins**. **Points will be deducted for spelling, punctuation, and grammar errors**. Run a spelling and grammar check before you submit your case study. **Avoid common criticisms like vague writing, weak rationale, unfocused and lacking originality**. The case study **should follow the structure given below**. The final case study should be uploaded as a turnitin assignment. **This assignment is a part of your final exam and is due by the end of week 8**. This assignment is worth **50 points**. **Plagiarism is strictly prohibited**. **Do not simply copy and paste from the references** you are using or from other sources like internet, you need to create your statements using only relevant information from the papers and cite the reference used. As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic sins, will not be tolerated and will be penalized as per the standards in the Troy University student handbook.

Structure of the case study

1. Title page

The contents of the title page should be centered and should contain the following

- a. Title of the case: - Title should be brief and specific to the case
- b. Author's name and affiliation
- c. Course title and date of submission

2. Abstract (250 words)

The abstract should provide a concise overview of your case study. It should be written as a single paragraph containing 250 words. It should outline the individual or organization under study, the problem addressed, the questions raised and the solutions recommended. It is best to write the abstract in the end since it merely needs rewording of information that is already presented in the body of the case study.

3. Body of the case study

This section should detail the background, the safety problem(s), your research findings and solutions or recommendations to the problem/incident discussed. After reading the body of the case study, the reader should not only have an understanding of what your conclusions, but they should also be able to sense your passion for the topic and its possible outcomes. Therefore, this should be well thought and written.

4. Literature Cited

This section is not counted in your page limit. Be sure to cite the works (papers, textbooks, or any other publications) that you have referred in your case study. Please follow the American Psychological Association (APA) reference style. Reference to APA style can be found at <http://www.apastyle.org/learn/quick-guide-on-references.aspx>

Grading Policy

1. Title Page (5 Points)
2. Abstract (10 Points)
3. Body of the case study (25 Points)
4. Literature Cited (5 Points)
5. Format & following the guidelines (5 Points)

Examples of case studies

1. https://osha.europa.eu/en/practical-solutions/case-studies/index_html
2. <http://hstaskforce.govt.nz/documents/health-and-safety-workplace-case-studies.pdf>
3. https://www.osha.gov/dcsp/success_stories/compliance_assistance/gac_case_study.html
4. <http://calgonate.com/files/news1173989491.pdf>
5. http://publicsectorsafety.wa.gov.au/case_studies/case_studies.html