

SYLLABUS

ENR 3191

Conducting Your Internship in the School of Environment and Natural Resources
AUTUMN 2023

COURSE OVERVIEW

Instructor

Instructor: Lucia Hadella

Email address: hadella.1@osu.edu

Phone number: 614-292-2265

Office hours: Please call the number listed above to set up a Zoom or in-person appointment.

You can also book online at go.osu.edu/senrcareeradvising

Course meetings

Field Experience

Course description

The School of Environment and Natural Resources (SENR) strives to provide opportunities for students to develop the critical competencies and technical knowledge and skills that employers demand in the job market and that are necessary for student success in their chosen field. This class provides students the structure to complete the initial requirements of their internship experience and begin reflecting on that experience.

Prerequisites

Internship Approval

Students may participate in part-time or full-time internships, including volunteer / unpaid experiences with approval. These experiences should be professional practice in the field with an emphasis on real-world application of knowledge gained in the classroom.

Experiences must be directly related to your program of study and be a part of your professional career pathway.

Internships must be submitted for approval in order to register for credit. Course registration is by permission only and will only be registered in advance of the experience. Internship credit may not be received after the fact. To obtain approval, the following must be presented to the SENR Career Advisor during a scheduled meeting:

- Name of organization providing the experience
- Job description and job title
- Internship start and end dates of employment
- Number of hours per week expected to work

Credit hours

0 Credits

Course learning outcomes

By the end of this course, students should successfully be able to:

- Obtain validation of internship
- Set learning objectives and self-monitor their progress toward accomplishing these objectives
- Explore their interests and gain career-relevant skills through an internship

COURSE MATERIALS AND TECHNOLOGIES

Textbooks

NONE

Course technology

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu

- **TDD:** 614-688-8743

BASELINE TECHNICAL SKILLS FOR ONLINE COURSES

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).
- For more information about Carmen or to request help, see: <https://resourcecenter.odee.osu.edu/carmencanvas>

REQUIRED EQUIPMENT

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

REQUIRED SOFTWARE

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).

CARMEN ACCESS

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click "Enter a Passcode" and then click the "Text me new codes" button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and the IT support staff will work out a solution with you.

GRADING AND FACULTY RESPONSE

This class is graded Satisfactory/Unsatisfactory. You must complete all assignments in order to complete the course.

ASSIGNMENT CATEGORY	SCORING
Start of Term Internship Survey	25
Learning Objectives	25
Midpoint Summary	25
End of Term Internship Survey	25

Assignments

Start of Internship Survey

Students will complete a questionnaire via Qualtrics at the beginning of the term to provide:

- name of organization and location(s) (address) of the internship (and other demographic information),
- employer/supervisor contact information
- statement regarding the focus of their internship experience
- details regarding how internship experience was identified
- employment status (employed/volunteer) and pay-rate if applicable

The Start of Internship Survey must be complete no later than the second Friday of the term in which you are enrolled (see the course Carmen site for due date and additional details).

Learning Objectives

At the beginning of your internship, you will craft 3 thoughtful, action-oriented learning objectives using the SMART Goal model. See full assignment description on Carmen site.

Midpoint Summary

Halfway through their internship, students will complete a thoughtful, 1-page summary detailing their experience to date. This summary should include:

- Update on the logistics of the internship (safety, transportation, available workspace and equipment, etc.)
- Update on their progress toward accomplishing self-created learning objectives
- Reflection on, and potential revision of learning objectives as needed in order to make them more realistic

End of Term Internship Status Update Survey

Students will complete a questionnaire via Qualtrics at the end of the term to provide:

- Status of internship (complete, continuing, etc.)
- Future employment opportunities
- Insight into future career opportunities in chosen field(s)

The End of Term Internship Status Update Survey must be complete no later than the last day of the term in which you are enrolled (see the course Carmen site for due date and additional details).

Late assignments

Late submissions will be accepted if prior arrangement has been made between the student and instructor. If no prior arrangement was made, late assignments may not be accepted.

Grading scale

- Final grades in for the class are reflected as Satisfactory/Unsatisfactory.
- Each assignment is worth a certain number of points. A complete assignment will generally be awarded full points. An incomplete or missing assignment may be awarded 0 points.
- Points may be deducted for an assignment if the assignment is partially complete. The student may request the opportunity to resubmit a revised assignment for additional points by contacting the instructor at Hadella.1@osu.edu. The request must be made within 1 week from when the assignment grade is posted.

- ***Passing the class***

There are 100 available points in the class. **A student must earn at least 95 points to receive a “Satisfactory” final grade.** Please note that this means that any missing assignments will result in an “Unsatisfactory” final grade. **This means all 4 assignments must be completed in order for a student to pass this class.**

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

- **Grading and feedback:** For larger assignments (1 page or longer), you can generally expect feedback within **7 days**.
- **E-mail:** I will reply to e-mails within 2 business days and will respond within the hours of 8:00am-5:00pm.
- **Students are expected to look ahead at all assignments at the start of the term and again a week before each due date.** Last-minute questions and requests for accommodations may not be received with enough time to be addressed.

PARTICIPATION

Student participation requirements

I will use Carmen to post announcements throughout the semester. I encourage all students to log into Carmen a few times during the semester while completing the internship experience.

OTHER COURSE POLICIES

Academic integrity policy

OHIO STATE’S ACADEMIC INTEGRITY POLICY

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State

University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Your mental health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting ccs.osu.edu or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614.292.5766 and 24 hour emergency help is also available through the 24/7 National Prevention Hotline at 1.800.273.TALK or at suicidepreventionlifeline.org.

Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slids@osu.edu; 614-292-3307, 098 Baker Hall, 113 W. 12th Ave.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Canvas\) accessibility](#)
- Streaming audio and video