

# SYLLABUS

## ENR 4191

Professional Practice in 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: By appointment. Schedule at [go.osu.edu/senrcareeradvising](https://go.osu.edu/senrcareeradvising)

#### Course meetings

Field Experience

#### Course description

Full-time practical professional experience in an environmental/natural resources field.

The course serves to intimately acquaint students with the important operations and administration of a variety of environment and natural resources programs and services. Preference is placed on exposure to as many aspects of comprehensive resource management as possible.

Internship experiences are a critical part of career preparation, allowing students to practice in the field what they have learned in the classroom. This course provides reflection and evaluation for a student's professional practice internship experience. This is completed both during the internship experience and upon internship completion. This course will provide a mechanism for students to have career-related conversations with their faculty mentor and discuss the value of the experience to their career pathway, as well as share their experiences with other students.

## Prerequisite or Co-concurrently

ENR 3191

## Credit hours

2 Credits

## Course learning outcomes

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

- Self-monitor their progress toward accomplishing their learning objectives set in ENR 3191 by reflecting on and revising their objectives as needed throughout the internship.
- Assess and reflect on their interest and “fit” for a particular position/career area within the field of environment and natural resources.
- Reflect on and evaluate their internship experience, communicating about it to fellow students and their faculty mentor.
- Gain a combination of transferrable and field-specific skills and abilities.
- Learn from professionals in the field of environment and natural resources and build professional connections.

## 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](mailto: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         | DUE DATE     | SCORING |
|-----------------------------|--------------|---------|
| Poster Presentation Sign-Up | Sunday, 8/27 | 10      |
| Student Evaluation          | Sunday, 8/27 | 10      |
| Employer Evaluation         | Sunday, 9/10 | 10      |
| Student Evaluation          | Sunday, 8/27 | 10      |
| Internship Poster           | Sunday, 9/3  | 20      |
| Poster Presentation         | Monday, 9/11 | 20      |
| Final Summary               | Sunday 9/18  | 10      |
| Digital Internship Story    | Sunday, 10/8 | 20      |

## Assignments

### Poster Presentation Sign-Up

All students must sign up for a presentation session to show their posters at the Internship Poster Forum scheduled for later in the semester.

### Student and Employer Evaluations

The Student Evaluation is for the student to complete and evaluate the quality of experience with that employer. The Employer Evaluation is for the supervisor to complete as a performance review with the student.

### Internship Poster

Students will create a professional digital poster highlighting their internship experience. The poster will be added to the SENR website in the Digital Internship Gallery by the end of the semester.

### Final Summary

Students will write a thoughtful, grammatically conscious summary reflecting on their learning objectives and then contemplating the year ahead in about 2 pages. The summary should be a response to a series of questions related to the student's learning outcomes and future plans. See additional instructions in course content.

### Digital Internship Story

Students will create a 2-5-minute digital internship story that is a visual representation of their experience. The video will be added to the SENR website in the Digital Internship Gallery at the end of the semester.

## 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, though student is still expected to communicate with instructor to determine if there is an option for late completion. Instructor will consider: how late the assignment is already, the nature of the assignment (connected to event, requires employer feedback, etc.), reason for missing assignment.

## 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.
- 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](mailto:Hadella.1@osu.edu) . The request should 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.***

## 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 post announcements in Carmen throughout the semester. I recommend logging into Carmen and checking the announcements for this class at least once per week.

#### Internship Poster Forum Participation Q&A:

**Q. I have a class at that time. What do I do?**

**A.** Discuss the time conflict with your professor **at the start of the semester** and determine whether you can miss an hour of class to attend the Poster Forum. **Be respectful of the professor's judgement and decision.** If missing class isn't an option, or it will be too disruptive to your progress in the class, then do not miss class. Email me promptly at [hadella.1@osu](mailto:hadella.1@osu) to discuss an alternative.

**Q. I usually work at that time. What do I do?**

**A.** You are given notice of the Poster Forum date and time as early as possible so that you have time to discuss the time conflict with your manager and adjust your schedule for that day. Remind your manager that this is a class requirement and a professional development opportunity. If you still cannot arrange to attend, let me know as soon as possible at [hadella.1@osu.edu](mailto:hadella.1@osu.edu) to arrange an alternative. Missing the event at the last minute because you didn't ask off work will not be an acceptable excuse.

## 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](http://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](http://titleix.osu.edu) or by

contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto: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](http://equity.osu.edu) or email [equity@osu.edu](mailto: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](http://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](http://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](mailto:slids@osu.edu); 614-292-3307, 098 Baker Hall, 113 W. 12<sup>th</sup> 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