

# ENR 7191 Syllabus

MENR Internship, Spring Semester 2022

## Course Information

- **Course times and location:** No required scheduled meetings
- **Credit hours:** 3
- **Mode of delivery:** Independent via Carmen course

## Instructors

- **Name:** Dr. Stacey Fineran, MENR Director
- **Email:** [fineran.2@osu.edu](mailto:fineran.2@osu.edu)
- **Phone Number:** 614-292-2265
- **Office hours:** by appointment
  
- **Name:** Susie Burks, MENR Program Manager
- **Email:** [burks.39@osu.edu](mailto:burks.39@osu.edu)
- **Phone Number:** 614-292-2265
- **Office location:** 267 Kottman Hall
- **Office hours:** make appointments via phone, or email [senr@osu.edu](mailto:senr@osu.edu)

### Preferred means of communication:

- Class-wide communications will be sent through the Announcements tool in CarmenCanvas. Please check your [notification preferences](https://go.osu.edu/canvas-notifications) (go.osu.edu/canvas-notifications) to be sure you receive these messages.

## Course Description

The objective of the MENR Internship is to enable students to gain professional practice experience in their targeted career field. This experience will allow students to integrate the theoretical knowledge gained in the classroom into practice.



# How This Course Works

## Internship Structure:

All students will need to complete between 120-360 contact hours at the work site along with additional assignments. While the majority of the assignments will be consistent for all students, depending on your individual situation (In-career professionals already working in their targeted career field; those newly hired for regular paid or unpaid internships; or those pursuing related volunteer hours), some assignments may vary slightly to ensure all students gain needed professional skills and experience through this course. For planned in-career or volunteer opportunities, please meet with Dr Fineran to discuss potential course assignment modifications to best support the internship experience.

## Additional Information: How do I find an internship?

A student enrolling in ENR 7191 is expected to plan the internship, co-op, or other work experience with the assistance of the ENR Career Development office as well as the MENR Director or Program Manager. Students should begin this process a minimum of six months in advance of the desired work period to discuss securing the most appropriate related position and begin their process of preparing their application materials.

- A primary resource for students seeking internships is Handshake (<https://handshake.osu.edu>), OSU's university-wide position posting system where students have access to search and apply for jobs, internships, and co-ops. Information about upcoming career fairs, including the Career Expos hosted by SENR (Spring Semester) and CFAES (Autumn Semester), as well as on-campus recruiting events are also posted on this platform.
- Information about opportunities and organizations related to SENR career fields can also be explored with the help of the SENR Career Advisor, Lucia Hadella. There are a variety of positions available through the Student Conservation Association and many other agencies that are especially well suited for students looking for a first-time experience. For more information, go to the SENR Career Services webpage: (<https://senr.osu.edu/SENR%20Career%20Services>).
- The Environmental Professionals Network, or EPN ([epn.osu.edu](http://epn.osu.edu)) is a service of SENR that connects environmental professionals from across Ohio and beyond, both online and at monthly events, whether in-person or through webinars. Participants can access many online services and are linked to thousands of professionals that make up a community of people who share their passion for the environment, natural resources, people, and communities. The EPN is a great



resource for networking and interacting with professionals and potential employers in SENR-related career fields.

### **An Internship with Impact...**

Students want to have an internship that is going to have an impact on their future. This means a student does not want to spend an entire semester working and leave with no new skills, knowledge or enthusiasm. Searching for an internship should be handled much the same way one would for a full-time permanent position. A student should identify an employer that they would like to work for and make their interests known. When they hear of an opportunity, they should: research it thoroughly, get a copy of the position description and read it over, if they are unclear on any of the details call and ask questions, and make sure it's a good fit for them.

### **...and a Meaningful Experience**

- There are several things a student may want to consider as they search for a meaningful experience.
  - Does the organization offer a structured training program or will you be learning solely as you go?
  - Will you have a mentor within the agency/company?
  - Will there be opportunities for you to receive feedback on your performance?

Once an internship is secured, set some learning objectives. The student will do this in conjunction with the MENR Director or Program Manager as one of the assignments for the internship class. The student should make a list of every task and responsibility for which they will be accountable and use this list to brainstorm learning objectives. What skills need to be practiced? What knowledge needs to be mastered?

Make the most of your internship!

# Course Materials, Fees and Technologies

## CarmenCanvas Access

You will need to use [BuckeyePass](http://buckeyepass.osu.edu) (buckeyepass.osu.edu) 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 do each of the following:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](http://go.osu.edu/add-device) (go.osu.edu/add-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.
- [Install the Duo Mobile application](http://go.osu.edu/install-duo) (go.osu.edu/install-duo) on 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 \(HELP\)](tel:614-688-4357) and IT support staff will work out a solution with you.

## Technology Skills Needed for This Course

- Basic computer and web-browsing skills
- [Navigating CarmenCanvas](http://go.osu.edu/canvasstudent) (go.osu.edu/canvasstudent)
- [CarmenZoom virtual meetings](http://go.osu.edu/zoom-meetings) (go.osu.edu/zoom-meetings) There will be no class meetings, but Zoom may be used for appointments with the instructors
- [Recording a slide presentation with audio narration and recording, editing and uploading video](http://go.osu.edu/video-assignment-guide) (go.osu.edu/video-assignment-guide)

## Technology Support

For help with your password, university email, CarmenCanvas, or any other technology issues, questions or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

- **Self Service and Chat:** [go.osu.edu/it](http://go.osu.edu/it)
- **Phone:** [614-688-4357 \(HELP\)](tel:614-688-4357)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)

# Grading and Faculty Response

## Grading

This course will be graded S/U based on the successful completion of contact hours and course assignments.

## Descriptions of Major Course Assignments

The following assignments will be submitted to the Carmen course (also see Carmen for due dates):

### A. Pre-internship meeting with Dr. Fineran

This meeting with Dr. Fineran should be conducted prior to the start of or very early in the semester this course is taken. This meeting allows Dr. Fineran to discuss your proposed internship opportunity and to consider it for approval for internship credit.

### B. Description of the proposed internship

A brief but complete description (1-2 paragraphs) describing the internship experience. Include the name of the host organization, your supervisor's name, and the nature and location of the work. Also provide bulleted points listing five learning objectives you plan to achieve through your internship experience.

### C. Internship Contract form

This form identifies details such as the internship location, supervisor, and number of hours for the position. Must be signed by the internship supervisor. This fillable online form can be found in Carmen.

### D. Mid-experience journal

This journal entry should provide an overview of the experience and reflect on your five learning objectives and the progress made to date. (Minimum 2 pages single-spaced.)

### E. Career Development Consultation

Schedule an appointment with the SENR Career Development Coordinator, Lucia Hadella, to discuss career goals and career development opportunities. Following this meeting, submit a summary of the meeting to Carmen. Plan ahead for this meeting and schedule it early by calling 614-292-2265 or emailing [senr@osu.edu](mailto:senr@osu.edu).

## F. End-experience video presentation

The presentation should be a PowerPoint with voice over, or other video format (e.g., Zoom recording). It should document your overall internship experience, highlighting activities and actions completed, what was learned or accomplished, etc. During your internship, be sure to document your experience with photos or short video clips in preparation for this assignment. This video could become part of your e-portfolio, shared over Linked In, and/or may be shared online (for example, to help future MENR students determine their internship experiences).

## G. Personal and Professional Evaluations

Both the student and the employer will complete these internship evaluations at the end of the experience; they must be submitted to Carmen by the end of the final week of the term. The Personal Evaluation is completed by the student to evaluate the quality of the internship experience. The Professional Evaluation is completed by the supervisor as a performance review with the student. Both forms are fillable online forms and can be found in Carmen.

### Note:

You will also see a couple of surveys posted in Carmen: a Pre- and a Post-experience survey. These anonymous surveys will document details requested for state reporting purposes (no personal details will be retained). While not required, the SENR/CFAES Career Services offices would greatly appreciate it if you would complete these brief questionnaires.

## Late Assignments

Please refer to CarmenCanvas for due dates. Due dates are set to help you stay on pace and to allow timely feedback that will help you complete subsequent assignments.

## Instructor Feedback and Response Time

- **Preferred contact method:** If you have a question, please contact me first through my Ohio State email address. I will reply to emails within **24-48 hours on days when class is in session at the university**, but please follow up with me if you do not hear back from me in a timely manner. I sometimes get busy handling 'immediate' needs, but all of your needs are important to me, so reminders are very much appreciated.

- **Class announcements:** I plan to send all important class-wide messages through the Announcements tool in CarmenCanvas. Please check [your notification preferences](https://go.osu.edu/canvas-notifications) (go.osu.edu/canvas-notifications) to ensure you receive these messages.
- **Grading and feedback:** For assignments submitted before/by the due date, I will try to provide feedback and grades within **7-10 days**. Assignments submitted after the due date may have reduced feedback and grades may take longer to be posted.



# Other Course Policies

## Academic Integrity Policy

See [Descriptions of Major Course Assignments](#) for specific guidelines about collaboration and academic integrity in the context of this online class.

### 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](#) ([studentconduct.osu.edu](http://studentconduct.osu.edu)), 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:

- [Committee on Academic Misconduct](http://go.osu.edu/coam) ([go.osu.edu/coam](http://go.osu.edu/coam))
- [Ten Suggestions for Preserving Academic Integrity](http://go.osu.edu/ten-suggestions) ([go.osu.edu/ten-suggestions](http://go.osu.edu/ten-suggestions))
- [Eight Cardinal Rules of Academic Integrity](http://go.osu.edu/cardinal-rules) ([go.osu.edu/cardinal-rules](http://go.osu.edu/cardinal-rules))



## Copyright for Instructional Materials

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.

## Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at [equity.osu.edu](https://equity.osu.edu),
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or Email [equity@osu.edu](mailto:equity@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member."

This course adheres to The Principles of Community adopted by the College of Food, Agricultural, and Environmental Sciences. These principles are located on the Carmen site for this course; and can also be found at <https://go.osu.edu/principlesofcommunity>. For additional

information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (<https://equityandinclusion.cfaes.ohio-state.edu/>). If you have been a victim of or a witness to a bias incident, you can report it online and anonymously (if you choose) at <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>.

## 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. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, [on-demand mental health resources](https://go.osu.edu/ccsondemand) ([go.osu.edu/ccsondemand](https://go.osu.edu/ccsondemand)) are available. You can reach an on-call counselor when CCS is closed at [614- 292-5766](tel:614-292-5766). **24-hour emergency help** is available through the [National Suicide Prevention Lifeline website](https://www.suicidpreventionlifeline.org) ([suicidepreventionlifeline.org](https://www.suicidpreventionlifeline.org)) or by calling [1-800-273-8255\(TALK\)](tel:1-800-273-8255). [The Ohio State Wellness app](https://go.osu.edu/wellnessapp) ([go.osu.edu/wellnessapp](https://go.osu.edu/wellnessapp)) is also a great resource.

# 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 \(SLDS\)](#). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services.

## Disability Services Contact Information

- Phone: [614-292-3307](tel:614-292-3307)
- Website: [slds.osu.edu](http://slds.osu.edu)
- Email: [slds@osu.edu](mailto:slds@osu.edu)
- In person: [Baker Hall 098, 113 W. 12th Avenue](#)

## Accessibility of Course Technology

This online course requires use of CarmenCanvas (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 as early as possible.

- [CarmenCanvas accessibility](http://go.osu.edu/canvas-accessibility) (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- [CarmenZoom accessibility](http://go.osu.edu/zoom-accessibility) (go.osu.edu/zoom-accessibility)

# Course Schedule

Refer to the CarmenCanvas course for up-to-date due dates and assignment descriptions.

Week	Due Date	Assignment
1	January 14	Pre-internship meeting with Dr. Fineran
2	January 17	Martin Luther King Day; No classes, offices closed
2	January 21	Read the Syllabus
2	January 21	Description of the Proposed Internship
3	January 28	Internship Contract form
6	February 18	Mid-experience Journal
	March 14-18	Spring Break; No classes, offices open
10	March 25	Career Development Consultation
14	April 22	Personal (Student) Evaluation
14	April 22	Professional (Employer) Evaluation
14	April 22	End-experience Video Presentation