SCHOOL OF ENVIRONMENT AND NATURAL RESOURCES
CAREER DEVELOPMENT OFFICE

PROFESSIONAL PRACTICE IN NATURAL RESOURCES
Course Syllabus – SPRING 2018

Environment & Natural Resources 4191

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Office Hours: Available by appointment Mondays, Tuesdays and Thursdays,
call 614-292-2265 to schedule. Walk-ins available Friday 10a – 4p.

Course Description and Objectives:

ENR 4191 is designed to provide a student with practical professional experience in a typical professional situation. 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.

Internship Overview and 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 submitted to the ENR Career Development office:
- Job description and job title including name of organization providing experience
- Internship start and end dates of employment
- Number of hours per week expected to work
Course Credit:

ENR 4191 awards 2 hours of credit and requires a minimum experience length of 10 weeks and a total of 360 hours completed.

Grading:

This course is graded S / U. Students must complete the total number of hours required for work experience and successfully complete all the required assignments as indicated below.

- 5 Learning Objectives
- Mid-point Summary
- Final Summary
- Presentation
- Faculty Mentor Meeting
- Internship Experience - completing all work hours required

Texts:

There are no required texts for this course.

Communication:

E-mail is my preferred method of communication as well as the announcement section for the course. I will title email messages with the course title typically, ENR 4191. Students are required to read all email messages sent in relation to this course, as they will contain important updates and information.

Attendance Policy:

This course requires an in-person registration appointment as well as check-ins as needed or requested by student. Students must report to their work sites and complete the full contact hours required (ENR 4191 – 360 hours).

Late Assignment Policy:

Late assignments will not be accepted unless prior approval is given. Meeting deadlines is an important professional development skill. It is the responsibility of the student to monitor assignment due dates and take necessary steps to have papers and evaluations submitted on time. Failure to complete any assignment could lead to receiving a non-passing grade in the course.

Disabled Students:

Students who have a need that may require a special should contact the course instructor to make arrangements. Special needs must be discussed and arrangements made in advance of when they are required. Special accommodations may be arranged through the OSU Office of Disability Services, 150 Pomerene Hall, 1760 Neil Avenue, P: 292-3307, Website: http://www.ods.ohio-state.edu
Academic Misconduct:

Submitting plagiarized work to meet academic requirements including the representation of another’s work or ideas as one’s own: the unacknowledged use of another person’s work and/or paraphrasing of another person’s work; the inappropriate or unacknowledged use of another person’s ideas; and/or the falsification, fabrication, or dishonesty in reporting research results will be grounds for charges of academic misconduct. Code of Student Conduct is available at http://studentaffairs.osu.edu/csc/.

Course Assignments: All assignments have additional details found in the online course information. These descriptions are a summary.

Learning Objectives - Due within first 2 weeks of work experience

Students are required to develop 5 learning objectives that fit with their experience to help develop new skills or understanding of their industry area. These should be reviewed with the internship supervisor who will help a student reach these goals.

Internship Summaries.

Mid-Point Summary: Due March 16, 2018, 2 pages, single spaced summary detailing your experience to date. This summary should include:
  - Training and orientation to the job
  - Job duties and details of what work you have begun
  - Any complications, issues or unresolved problems to date and how you are managing those issues.

Final Summary: Due April 25, 2018

2 page, and single spaced summary detailing your entire overall experience. This final summary should include:
  - Your final thoughts on how your duties were managed and carried out
  - How your experience aligned and met with your 5 learning objectives prepared at the beginning of your experience with your faculty mentor.

Personal and Professional Evaluations – Due April 25, 2018

The Personal evaluation is for the student to complete and evaluate the quality of experience with that employer. The Professional evaluation is for the supervisor to complete as a performance review with the student.

Faculty Mentor Meeting – Due April 25, 2018

Students are required to have a meeting with their faculty mentor upon their return from their experience. Students should be prepared to debrief their faculty mentor about their experience, review their learning objectives and present their poster and/or power point presentation.

Internship Presentation – Due April 25, 2018:

Students will present a 10 minute presentation to their work staff. See the course content for additional information about preparing presentation and required outline. Record presentation and Q&A and submit on canvas.