

Syllabus - Horticulture and Crop Science 4191.01
Sustainable Plant Systems Major Internship
2 Credit Hours (Au 2019 – 1st term, Class #31564, August 20 to October 7, 2019)
333 Kottman Hall
Tuesday and Thursday, 4:10 to 5:05 PM

Instructor: Regina Vann Hickok
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Office Hours: Wednesday 9:30 AM to 11:00 AM
or by appointment.

Class Objectives:

After successfully completing the internship experience, this course provides students the opportunity for a critical reflection upon their personal experience in addition to an overview of the many different internship experiences completed by Horticulture and Crop Science students and the importance to career selection. Students will learn of the many diverse career opportunities, develop an understanding of the scope of the field, and begin to understand the many career options they can pursue in the future. The course is designed to provide each student the opportunity to report on his/her hands-on work experiences, rate their internship on its educational value, and offer advice to future interns.

Sustainable Plant Systems Learning Goals:

- SPS 4 – Be able to disseminate information effectively through all forms of communication (oral, electronic, written, visual, etc.) at a professional level
- SPS 7 – Have developed an appreciation of and respect for diversity
- SPS 8 – Develop the skills to act in a socially responsible and ethical way

Internship Experience

With assistance from HCS faculty and staff, students will secure an internship that fulfills the time and experience requirements described in the HCS internship policy. A Statement of Understanding that depicts the experience and expectations of the employment agreement between the employer and the student will be signed by both and submitted to the internship coordinator prior to commencing the internship. Along with this document, five objectives the intern desires to accomplish during their internship should be identified. Two interim reports (Observation Forms I and II) from both the intern and the employer will be submitted to the internship coordinator during the course of the internship. Students who do not successfully complete the internship and above mentioned documents cannot receive credit for the course.

Internship Documents (25 points) Due: prior to the start of the course

- Statement of Understanding (including 5 objectives) – 5 points
- Observation Form 1 (student and employer) – 10 points
- Observation Form 2 (student and employer) – 10 points

Course Component

Following the internship experience, students are required to enroll in HCS 4191.01 to complete the course division of the experience (1 hr. twice per week for one term). Each student is required to attend and participate in the class. Attendance will be taken. Each student will deliver a presentation on their internship with visual aids via a PowerPoint or other similar program. One week prior to the assigned presentation date, the student will submit via Carmen a one page written summary of their internship experience. An electronic copy of their PowerPoint (or similar program) presentation is to be submitted via Carmen at the time of their presentation. All students will complete peer evaluations on presentations. Additional requirements include: a report to the college regarding the details of your internship; a career exploration exercise with a one paragraph report summary, and an Objective Assessment Report.

CFAES Internship Report (5 points) Due: Friday, August 23, 2019

Report your internship to the college. Complete the on-line survey (should only take a few minutes to respond to several questions.) The link is:

https://osu.az1.qualtrics.com/jfe/form/SV_4174YqfESDglys

Objective Assessment Report (5 points) Due: Friday, September 20, 2019

At the completion of the internship or by the stated due date, students will submit an assessment report of their 5-objectives. This report should identify the internship, the original objectives, revisions to their objectives and provide a narrative on each objective as to if it was completed, what portion was completed, the appropriateness of the objective, what did you learn from this objective, would you have defined it differently, and what might be the next objective? Length may vary, but about one page is the minimal expectation. Grades are not based upon objective completion, but rather the quality of the assessment.

Written Summary (10 points) Due: 1 week prior to presentation

A one-page, double spaced, written summary is submitted **ONE WEEK prior** to your presentation (submit to the Carmen Drop Box), and should provide a brief overview of your experience, and may include the following:

Introduction – Briefly describe your internship business, including location, type of business, services offered, type of clientele, number of employees, and other pertinent facts. (Is this a public or private institution?)

Internship – Note the dates/length of the experience. Describe briefly what task(s) you performed. In what department/areas of the business did you work? What task(s) did you enjoy the most? Do you believe your internship helped prepare you for your career and how.

Supervisor – Briefly describe your supervisor and give a brief description of his/her background (educational/work). Why was this person a good mentor? Did you have daily/regular contact with him/her?

Summary – Was your internship an educational experience? Would you recommend this internship to another student? Please be candid and truthful.

Internship Presentation (30 points) Due: date as scheduled in class

Effective communication becomes an increasingly critical aspect for success in all professions. The PowerPoint created for your presentation may be made available to future students seeking internship positions, thus it is important to prepare presentations that are professional and understandable solely on written content and pictures. Your presentation should be 15 minutes in length. Be prepared to address any audience questions. The inclusion of personal photos and examples of your work may command more audience interest. Presenters are encouraged to invite friends and advisors to attend. Submit your Power Point (or other document) file to the Carmen Drop Box **prior to your presentation**. The following outline provides required topic areas for your presentation with *suggested* components of those topic areas. Please be creative. A grading rubric will be provided.

Introduction and Autobiographical information (tell us about yourself)

- Expected Graduation Date
- Major
- Previous work experience
- Family information
- Other appropriate information

Company Profile (Description of Business)

- Pinpoint exact location
- Describe business activities – what are the exact services/opportunities provided by the business to its customers?
- History of the business: year started/founder/original goals/growth/changes
- What is the company's specific "nitch" or function?
- Size of business (in comparison to other companies)
- Describe customers targeted (i.e. commercial, residential, retail, wholesale, public, private)
- Report yearly sales/budget figures (if possible)

Description of Internship

- How did you locate/obtain your internship?
- Dates of employment
- Overview of your job
 - What was a typical day on the job?
 - Machinery used
 - Skills gained
 - What special tasks did you perform? (total scope of your activities)
 - Did you participate in any special events or activities?
 - What tasks did you enjoy most?
 - What tasks did you enjoy least?
 - Was the rate-of-pay satisfactory? (not necessary to be specific)
 - Was overtime paid?
- Describe your supervisor
 - Did you have daily interaction with your supervisor?

- What were some of your supervisor's best practices?
- Did you need to relocate?
 - Was housing provided? How did you find a place to stay?
 - Was affordable housing available?
- Leisure time activities in the area
 - Overall opinion regarding desirability of location of employment

Conclusion

- Rating of internship on a scale of 1 to 10 (one is poor, 10 is excellent)
- Would you repeat this experience if you knew before what you know now?
- Was it a learning experience – more than a summer job? Why? Please be specific.
- Would you recommend it to another student?
- What did you learn (if anything) about yourself during your internship?
- What suggestions would you give other students regarding the total internship experience?
- Were the personal goals you had for your internship realized?
- Will you possibly be returning for full-time employment?
- If you were able to change something about your internship, or give advice to your employer, what would it be?
- Did your internship strengthen your determination to enter this professional career?

Career Exploration Summary (5 points) Due: Wednesday, October 1, 2019

Students will attend or participate in a career exploration opportunity. The college offers at least one career fair during each semester of autumn and spring. The intent is for the student to report on one meeting with one company/situation beyond that of their internship by completing a paragraph stating the company name, person with whom they spoke and a brief explanation of the position. This position does not have to be one for which you intend to apply. You will post your paragraph to Carmen. If you desire a different opportunity, you will need to obtain approval from the instructor.

<https://students.cfaes.ohio-state.edu/careers/career-expos>

Construction Career Expo – Autumn 2019

Wednesday, September 25, 2019

2-5pm

Fawcett Center

Food, Agricultural, and Environmental Sciences Career Expo – Autumn 2019

Thursday, September 26, 2019

2-5pm

Fawcett Center

Class Attendance and Participation (20 points)

Students are required to attend all scheduled classes. Attendance will be taken by sign-in sheets or by presentation critique sheets. This participation is 20% of your final grade.

Grading Criteria (percentage of final grade)

**Late submission of any assignment will result in deduction of one point per day late.
Assignments must be submitted by Noon on the due date.**

<u>Assignments:</u>	<u>% of Final Grade</u>	<u>Due Date:</u>
Statement of Understanding/5 Objectives	5%	Start of Internship
Observation Form 1 (student)	10%	Prior to First Day of Class
Observation Form 2 (student)	10%	Prior to First Day of Class
CFAES Internship Report	5%	Friday, August 23
Objective Assessment Report	5%	Friday, September 20
Career Exploration Summary	5%	Tuesday, October 1
One Page Written Summary	10%	One week prior to presentation
Presentation and PowerPoint	30%	Presentation date as scheduled
Class Attendance and Participation	20%	Each Class

<u>Grading Scale</u>	<u>Final Grade</u>	<u>Grading Scale</u>	<u>Final Grade</u>
93-100	A	73-77	C
90-92	A-	70-72	C-
88-89	B+	68-69	D+
83-87	B	64-67	D
80-82	B-	63 or below	E
78-79	C+		

Disability Accommodations

Students impacted with a disability are encouraged to inform the instructor at the beginning of the term. We will work with the Office of Disability Services to provide the necessary accommodations. Temporary disabilities that result from sudden injury or illness will be accommodated as needed.

Cell Phone Policy

Please turn off all cell phones during presentations. If you have an emergency and must leave them turned on, please set them to vibrate. No text messaging or other social media interaction during class time, please.

Academic Misconduct

You will be trusted to act in good faith by performing your own work on all assignments. However, academic misconduct of any kind will not be tolerated. Any suspected academic misconduct will be reported through appropriate channels to the University Committee on Academic Misconduct (Faculty Rule 335-5-54). The Code of Student Conduct and the Procedures of the Committee on Academic Misconduct thoroughly cover the subjects of academic misconduct and its treatment, if you require further information