Cover Sheet: Request 10229

AEC4941 Ag Education Internship

Info

Process	Course|New|Ugrad/Pro
Status	Pending
Submitter	Theus, Kristin klightsey38@ufl.edu
Created	4/27/2015 2:58:41 PM
Updated	8/31/2015 2:27:39 PM
Description	An individual program whereby students are apprenticed to gain practical experience in agricultural training and development through agricultural education organizations, agribusiness and natural resources education, and /or agricultural and outreach programming.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Agricultural Education and Communication 514926000	Osborne, Edward Wayne		4/28/2015
No document changes					
College	Approved	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	Approved CALS CC.	8/31/2015
Replaced ucc1_AEC4941.docx Replaced AEC4941 Syllabus.docx Added AEC4941 Syllabus.docx Added ucc1_AEC4941.docx					8/31/2015 8/31/2015 8/31/2015 8/31/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			8/31/2015
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Recommended SCNS Course Identification

1. Prefix: AEC   2. Level: 4   3. Number: 4941   4. Lab Code: None

5. Course Title   Agricultural Education Internship

6. Transcript Title (21 character maximum)   AgEducationInternshp

7. Effective Term: Earliest Available   8. Effective Year: Earliest Available   9. Rotating Topic: No

10. Amount of Credit   Variable   11. If variable, **1** minimum and **9** maximum credits per semester.

12. Repeatable credit: Yes   13. If yes, total repeatable credit allowed: 9

14. S/U Only: No   15. Contact Type: Supervision of Student Interns [0.8 headcount hr]

16. Degree Type: Baccalaureate   17. If other, please specify: Click here to enter text.

18. Category of Instruction: Advanced

19. Course Description (50 words maximum)

An individual program whereby students are apprenticed to gain practical experience in agricultural training and development through agricultural education organizations, agribusiness and natural resources education, and /or agricultural and outreach programming.

20. Prerequisites

Enrolled in AEC-TCH Specilization

21. Co-requisites

22. Rationale and Placement in Curriculum

This is an internship course that may be used by students to further their agricultural knowledge during their program or used as their capstone experience at the end of their program.

23. Complete the syllabus checklist on the next page of this form.

Syllabus Requirements Checklist

The University's complete Syllabus Policy can be found at:
http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

☒ Course title

☒ Instructor contact information (if applicable, TA information may be listed as TBA)

☒ Office hours during which students may meet with the instructor and TA (if applicable)

☒ Course objectives and/or goals

☒ A weekly course schedule of topics and assignments.

☒ Methods by which students will be evaluated and their grades determined

☒ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

☒ List of all required and recommended textbooks

☒ Materials and Supplies Fees, if any

☒ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx."*

☒ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*

☒ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results."*

It is **recommended** that the syllabus contain the following:

☒ Critical dates for exams or other work

☒ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)

☒ The university's honesty policy regarding cheating, plagiarism, etc.

Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

☒ Contact information for the Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

AEC 4941 – Agricultural Education Internship

Fall 2015

Coordinator:

Dr. Andrew C. Thoron
Assistant Professor
307C Rolfs Hall
352-294-1992
athoron@ufl.edu
Office hours: M, T, F – 8am to 9am

Credit hours: variable 1-9
(60 hours of internship typically = one credit hour)

Times and Locations: Time and locations will vary. This will be agreed to by the learner, university supervisor, and on-site supervisor.

Course Description: An individual program whereby students are apprenticed to gain practical experience in agricultural training and development through agricultural education organizations, agribusiness and natural resources education, and/or agricultural and outreach programming.

Objectives: At the completion of the course, the learner will be able to:
1. Discuss knowledge gained in relation to their professional goals.
2. Apply experiences to inform their practice as a professional.
3. Act in a professional manner.
4. Demonstrate the ability to be a reflective learner.

Required Texts: No required text

Course Assignments

Digital Portfolio

Your internship experiences will expose you to a variety of experiences, some of which you will want to document for further reference and use. The Internship Digital Portfolio provides an opportunity to document those experiences.

Interns should keep accurate, neat, and well organized digital portfolios using the file system provided. The portfolio should be available for review at each on–site visit or shared electronically with the university supervisor. Portfolios should contain the following items for all internships, with the flexibility of additional assignments assigned, prior to the beginning of the internship, by the university supervisor.

A. <u>Pre–Internship Experiences</u> – In consultation with the university supervisor and the on-site supervisor the learner should develop a list of anticipated experiences to be achieved during the internship. This Pre-Internship Experience Plan should be presented in a weekly format and be completed the first week on-site at the internship. The experiences should increase in knowledge and application as the internship progresses.

B. <u>Reflection Journal</u> – Interns will keep a weekly journal of their experiences during the internship. Journals will be submitted to the university supervisor by 5pm (EST) each Friday and a copy of the submitted entry retained in this section of the portfolio.

C. <u>Skills and Tasks</u> – Interns will keep a record of skills and tasks learned throughout the internship and their application to their anticipated future professional career. Following the internship, the intern will prepare a presentation (writing or oral) that outlines their experience/tasks completed, knowledge gained, and the connection to their career aspiration.

Digital Portfolio Grading Criteria

0	1	2	3	4	5
Not Acceptable (Excluded)	Needs Considerable Improvement	Below Average	Average	Above Average	Excellent Planning and Preparation

Criteria	Rating	Comments / Suggestions
Pre–Internship Experiences	0 1 2 3 4 5	
Reflection Journal	0 1 2 3 4 5	
Skills and Tasks	0 1 2 3 4 5	
Total Score:		

Grade Assignment

Assignments / Assessment Criteria	Raw Score	Percent of Grade	Points
On-site Internship Supervisor's Evaluation		30	
University Supervisor's Evaluation		30	
Digital Portfolio		40	
		Total Score	

Grading Scale (%)

A = 95+   A- = 90-94.9   B+ = 87-89.9   B = 82-86.9   B- = 80-81.9
C+ = 77-79.9   C = 72-76.9   C- = 70-71.9   D = 60-69.9   E = below 60
For information on current UF policies for assigning grade points, see
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Attendance Policy and Make-up Exams and Assignments

To receive the maximum number of points for an assignment, it must be completed and submitted by the due date. No work will be accepted six or more days after its original due date, unless other arrangements have been made with the university supervisor.

Learners who are absent from class for any reason will assume complete responsibility for obtaining information missed during their absence and for making up missed assignments and activities. College approved field trips and competitive and leadership development events (with prior instructor approval) are considered legitimate absences with documentation. Make-up work should be arranged prior to the expected absence. In case of emergencies, arrangements for completing make-up exams or assignments should be made immediately upon return to class. All make-up work must be completed within one week of student's return to class.

Academic Honesty

In 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

The Honor Pledge: **We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.**

On all work submitted for credit by students at the university, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Students should report any condition that facilitates dishonesty to the instructor,

department chair, college dean or Student Honor Court, or Student Conduct and Conflict Resolution in the Dean of Students Office.
(Source: Undergraduate Catalog)
It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor.
This policy will be vigorously upheld at all times in this course.

Software Use & Course Evaluations

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate. Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu Evaluations are typically open during the last two weeks of the semester, and specific times will be noted to the student. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results

Students with Disabilities

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide documentation to the instructor when requesting accommodation. The Disability Resource Center coordinates recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty–student disability related issues. 0001 Reid Hall, 392–8565, www.dso.ufl.edu/drc/

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well–being are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental Health Services provide confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance. http://www.counseling.ufl.edu/cwc/
Phone: 392-1575; UF PD 392-1111; or if an emergency 911.