Cover Sheet: Request 10230

AEC4942 Agricultural Education Internship

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending
Submitter	Theus, Kristin klightsey38@ufl.edu
Created	4/27/2015 3:00:37 PM
Updated	9/18/2015 9:44:29 AM
Description	An individual capstone internship within a school-based setting where students observe, participate in, and lead educational instruction, curricula development, assessment of school-based student learning, supervision, and assist in advising a student leadership organization.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Agricultural Education and Communication 514926000	Osborne, Edward Wayne		4/28/2015
Deleted ucc2_AEC4942.docx					4/27/2015
Deleted ucc2_AEC4942.docx					4/28/2015
Deleted ucc2_AEC4942.docx					4/28/2015
Deleted ucc2_AEC4942.docx					4/28/2015
College	Approved	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	Approved CALS CC.	8/31/2015
Replaced AEC4942Syllabus_Edit2015.docx					8/31/2015
Replaced ucc2_AEC4942.docx					8/31/2015
Deleted AEC4942Syllabus_Edit2015.docx					8/31/2015
Added ucc2_AEC4942.docx					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					

Step	Status	Group	User	Comment	Updated
No document changes					

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UCC2: Change Course Transmittal Form

Current SCNS Course Identification

1. Prefix: AEC   2. Level: 4   3. Number: 4942   4. Lab Code: None

5. Course Title: Agricultural Education Internship

Requested Action

6. Effective Term: Earliest Available   7. Effective Year: Earliest Available

8. Action: Terminate Course ☐   Other ☒
        (Skip to item 24 on this form.)   (Indicate all changes below.)

If you select "yes" to change any item below, complete the corresponding "current" and "proposed" fields.

Item	Change?	Current	Proposed
9. Course Prefix:	Yes ☐	XXX	XXX
10. Course Level:	Yes ☐	Select	Select
11. Course Number:	Yes ☐	XXX	XXX
12. Lab Code*:	Yes ☐	Select	Select
13. Course Title:	Yes ☒	Agricultural Education Internship	Agricultural Education Student Teaching Internship
14. Transcript Title: (21 characters max)	Yes ☐	Click here to enter transcript title.	Click here to enter transcript title.
15. Credit Hours*:	Yes ☐	Select	Select
16. Variable Credit*:	Yes ☐	Min # and max # credits per semester	Min # and max # credits per semester
17. S/U Only:	Yes ☐	Select	Select
18. Contact Type*:	Yes ☐	Select Contact Type	Select Contact Type
19. Rotating Topic:	Yes ☐	Select	Select
20. Repeatable Credit*:	Yes ☐	Select	Select
21. Course Description*: (50 words or fewer.)	Yes ☒	An individual program whereby students are apprenticed to officials to gain practical experience in agribusiness and natural resources education, agricultural and extension programs at the county level and/or agribusiness experience in selected agricultural organizations.	An individual capstone internship within a school-based setting where students observe, participate in, and lead educational instruction, curricula development, assessment of school-based student learning, supervision, and assist in advising a student leadership organization.
22. Prerequisites:	Yes ☐	Click here to enter text.	Click here to enter text.
23. Co-requisites:	Yes ☐	Click here to enter text.	Click here to enter text.

* If the request is for a change in lab code, credit hours, contact type or course description, a syllabus must be attached and the syllabus checklist on the next page of this form must be completed.

24. Rationale and Placement in Curriculum

This will continue to be the capstone experience/course for TCH specialization students in the Agricultural Education and Communication major. The requested changes in the course title and description will allow for more accurate reporting related to teacher certification to the College of Education, the Florida Department of Education, and the Educator Accountability System. The course description clarifies that this course is only for school-based student teaching internships, which will provide the basis for subsequent reporting to university, college, and state offices for agriculture teacher certification in grades 6-12. The College of Education supports these clarifications, and a support letter will be presented as needed.

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