



# THE OHIO STATE UNIVERSITY

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## AEDE 3191 INTERNSHIP COURSE OUTLINE AND SCHEDULE ONLINE Spring 2025

<b>INSTRUCTOR:</b>	Dr. Anna W. Parkman
<b>OFFICE:</b>	332 Agricultural Administration Building
<b>MAILBOX:</b>	AEDE Administrative Office, Ag Admin Building, 250
<b>OFFICE HOURS:</b>	T/Th 2:30-4:00, M/W/F by appointment in person or in Zoom
<b>PHONE:</b>	(614) 292-9746 (office)
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**REQUIRED MATERIALS:** AEDE3191 Internship Packet 2024.2025 Academic Year

### **LEARNING GOALS:**

At the close of the internship experience and course the student will be able to demonstrate an ability to

1. make connections between course content, the internship experience and professional expectations in their field of study.
2. identify, research and solve problems.
3. observe, practice and apply expectations for professional behavior and integrity.
4. assess, identify, research and evaluate future career aspirations.
5. observe, demonstrate and practice interpersonal skills and working with diverse populations.
6. utilize the language of the field of study, economics and business in the workplace.

### **Course Structure**

This is an asynchronous online course designed for you to fully document your internship experience and to allow you to meet the associated approved learning outcomes. It is important to remember that the application, practical part of the course takes place as you progress through your internship onsite. What we do here is provide the opportunity for you to think over what happened in the internship, to assess your growth and reflect on what you've learned. Your work in the course allows you to earn academic credit for the requirement in your major.

Prior to enrolling in the course each of you should have received the AU24.SP25 Internship Packet. I will add it to the files section in Carmen. Please take the time to read it over again. All students will be required to complete an in-person presentation about their internship. Details can be found in the internship packet. In addition, all students will need to complete four

discussion board assignments, to complete an evaluation of their internship, and provide their supervisor's email so I can send them a link to the supervisor's evaluation of your performance.

A few things are essential for you to remember while enrolled in the course. **This is an all or nothing course.** You either complete all the assignments required of you in a manner that demonstrates you meet the course requirements, or you don't. I will be sure to make those requirements clear and to encourage you to exceed them on every front. But do be sure of this; I want you to earn credit for your internship but I'm not giving it away. You must submit quality work. Additionally, the course has no formal meeting times, not even for presentations this semester as there are only four students enrolled. Instead, you will video your presentation and post it in Carmen.

***Required Components***

Student Journal During the Internship with documented hours
Student Evaluation of the Internship and Supervisor Evaluation of Intern Performance
Discussion Boards 1-4
Presentation

**Grading:** This course has two grade options: Satisfactory (S) indicating the student has submitted all required work to the satisfaction of the instructor or Unsatisfactory (U) indicating the student has not submitted all required work to the satisfaction of the instructor. **Failure to submit any item and/or failure to meet assignment requirements for any item will result in a grade of (U) indicating the student has not met the requirements of the course and does not receive academic credit.**

COURSE SCHEDULE  
SP2025

	Deliverables in Carmen
<b>Week 1</b> Jan. 6-12	Review Course Requirements & Syllabus
<b>Week 2</b> Jan. 13-19	<b>Due in Carmen this week:</b> <ul style="list-style-type: none"> <li>✓ Introductions in Discussion Board 1 Due January 19<sup>th</sup> at 11:59PM</li> <li>✓ Journal #1 weeks 1 &amp; 2 Due Jan. 19<sup>th</sup> at 11:59 PM</li> </ul>
<b>Week 3</b> Jan. 20-26	
<b>Week 4</b> Jan. 27-Feb.2	<b>Due in Carmen this week</b> Journal#2 weeks 3 & 4 Due Feb. 2 <sup>nd</sup> at 11:59 PM
<b>Week 5</b> Feb. 3-9	
<b>Week 6</b> Feb. 10-16	<b>Due in Carmen this week</b> Journal #3 weeks 5 & 6 Due Feb. 16 <sup>th</sup> at 11:59 PM
<b>Week 7</b> Feb. 17-23	
<b>Week 8</b> Feb. 24-Mar. 2	<b>Due in Carmen this week:</b> <ul style="list-style-type: none"> <li>✓ DB#2 at 11:59 PM on March 2<sup>nd</sup></li> <li>✓ Journal #4 weeks 7 &amp; 8 Due March 2<sup>nd</sup> at 11:59 PM</li> </ul>
<b>Week 9</b> Mar. 3-9	
<b>Week 10</b> Mar. 10-16	
<b>Week 11</b> Mar. 17-23	<b>Due in Carmen this week</b> Journal #5 weeks 9 & 10 Due Mar. 23 <sup>rd</sup> at 11:59 PM
<b>Week 12</b> Mar. 24-30	<b>Due in Carmen this week:</b> DB#3 NLT 11:59 PM on March 30 <sup>th</sup>
<b>Week 13</b> Mar. 31-Apr. 6	<b>Due in Carmen this week:</b> Journal #6 weeks 11 & 12 Due April 6 <sup>th</sup> at 11:59 PM in Carmen
<b>Week 14</b> Apr. 7-13	<b>Due in Carmen this week:</b> Post your response to DB#4 no later than April 13 <sup>th</sup> at 11:59 PM
<b>Week 15</b> Apr. 14-20	<b>Due in Carmen this week:</b> <ul style="list-style-type: none"> <li>✓ Your internship journal by April 20<sup>th</sup> at 11:59PM</li> <li>✓ Your Evaluation of your Internship Due no later than April 20<sup>th</sup> at 11:59 PM (see form in Internship Packet)</li> <li>✓ Journal #7 weeks 13 &amp; 14 Due April 20<sup>th</sup> at 11:59 PM</li> </ul>
<b>Week 16</b> April 21 <sup>st</sup> Last Day of Classes	All Presentations must be completed and then posted in Carmen NLT April 21 <sup>st</sup> at noon <b>Due in Qualtrics this week:</b> Your supervisor's evaluation of your performance.

## **Things you should know or may need information about:**

### Written assignments:

Your written assignments should be your own original work. In formal assignments, you should follow APA or MLA style to cite the ideas and words of your research sources. For team assignments, the work should be the work of the team members. Only those who contribute to the assignment should be listed on the submitted document.

### Reusing past work:

In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

### Gen-AI

Generative AI may not be utilized in completing any assignments for this course. Utilization of GenAI will be considered an academic integrity violation.

## **1. Academic Misconduct/Academic Integrity**

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

## 2. **Disability Accommodations**

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. 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. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

## 3. **Counseling and Consultation Services/Mental Health** (statement available at:

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. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling 614--292--5766. CCS is located on the 4th Floor of the Younkun Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614--292--5766 and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

For students in the College of Food, Agricultural, and Environmental Sciences, David Wirt, wirt.9@osu.edu, is the CFAES embedded mental health counselor on the Columbus campus. To contact David, please call 614-292-5766. Students should mention their affiliation with CFAES if interested in speaking directly with David.

4. **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 based on 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](http://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.

5. **Diversity Statement**

The Ohio State University affirms the importance and value of diversity of people and ideas. We believe in creating equitable research opportunities for all students and to providing programs and

curricula that allow our students to understand critical societal challenges from diverse perspectives and aspire to use research to promote sustainable solutions for all. We are committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among all members; and encourages each individual to strive to reach their own potential. The Ohio State University does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment.

To learn more about diversity, equity, and inclusion and for opportunities to get involved, please visit:

- <https://odi.osu.edu/>
- <https://odi.osu.edu/racial-justice-resources>
- <https://odi.osu.edu/focus-on-racial-justice>
- <https://cbasc.osu.edu/>

In addition, 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 harassment or discrimination or a bias incident, you can report it online and anonymously (if you choose) at <https://equity.osu.edu/>.

## 6. Religious Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If

concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement and the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Office of Institutional Equity](#).

Policy: [Religious Holidays, Holy Days and Observances](#)

### **Lyft Ride Smart**

[Lyft Ride Smart at Ohio State](#) offers eligible students discounted rides, inside the university-designated service area, from 7 p.m. to 7 a.m. Each month, 10,000 discounted rides will be made available on a first-come, first-served basis with the average cost expected to be \$2 or less. Prices may be impacted by distance, traffic, time of day, special events and prime time surcharges. To qualify for program discounts, users must select "shared ride" when booking in the Lyft app. When using ride sharing, remember to visually confirm vehicle info/descriptions in the company app and ask the driver to say who they are picking up.

### **Safe and Healthy Buckeyes**

Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>). Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses.

**Land Acknowledgement Statement** (from the Multicultural Center; <https://mcc.osu.edu/about-us/land-acknowledgement>)

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in



the 1795 Treaty of Greeneville and the forced removal of tribes through the Indian Removal Act of 1830. As a land grant institution, we want to honor the resiliency of these tribal nations and recognize the historical contexts that have and continue to affect the Indigenous peoples of this land.

#### **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.