



# THE OHIO STATE UNIVERSITY

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**AEDE 3191 INTERNSHIP  
COURSE OUTLINE AND SCHEDULE  
ONLINE  
AUTUMN 2022**

**INSTRUCTOR:** Dr. Anna W. Parkman  
**OFFICE:** 332 Agricultural Administration Building  
**MAILBOX:** AEDE Administrative Office, Ag Admin Building, 250  
**OFFICE HOURS:** T/Th 3:30-4:00, M/W/F by appointment in Zoom  
**PHONE:** (614) 292-9746 (office)  
**E-MAIL:** [parkman.6@osu.edu](mailto:parkman.6@osu.edu) (preferred communication method)

**REQUIRED MATERIALS:** AEDE3191 Internship Packet 2022.2023 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 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 received the AU22.SP23 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 either write a 7-page paper or make a presentation about their internship. If you are completing your internship during the semester, you are taking the course and you elect to present, you will be assigned to the last available presentation date. In addition all students will need to complete three discussion board assignments, to complete an evaluation of their internship, provide their supervisor's email so I can send them a link to the supervisor's evaluation of your performance, document hours & activities. You all were able to select from 8 options to complete the internship requirement. The option you selected will shape any additional assignments or documentation you need as each may have additional requirements. I encourage you to read that section over carefully.

A few things are essential for you to remember while enrolled in the course. **First 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. All your work can and should be submitted online, except for the actual delivery of the presentation should you decide to go that route.

***Required Components***

Student Evaluation of the Internship
Supervisor's Evaluation of Your Performance in the Internship
Discussion Boards 1-4
Presentation or Paper
<u>ONLY REQUIRED IN A SPECIFIC INTERNSHIP</u> *Business Plan with Evaluation by Supervisor ( <b>FAMILY BUSINESS</b> ) Business Plan Evaluated by Dr. Parkman ( <b>YOUR OWN BUSINESS</b> ) *Professional Development Plan ( <b>ONLY AS APPROVED BY Dr. Parkman</b> ) *Work Project Write Up & Evaluation by Supervisor ( <b>ONLY IF INTERNING AT YOUR JOB</b> )

\*All components listed with a \*beside them indicate that they are additional requirements specifically in internships completed in a place of employment or a family business. ALL students complete non-starred items.

**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

AU2022

*If you need extension of time to complete these assignments, you can have it without penalty if you communicate with me so we can set a new due date that works for you. Assume I want to help you navigate the semester.*

	Deliverables in Carmen
<b>Week 1</b> Aug. 21-27	Review Course Requirements <b>Due in Carmen this week:</b> Introductions in Discussion Board 1 with replies to two classmates no later than (NLT) Aug. 27 <sup>th</sup> at 11:00 PM If you have not done so, this week send Dr. Parkman your supervisor's email so she can send them the link to the intern evaluation survey.
<b>Week 2</b> Aug. 28-Sept. 3	<b>Due in Carmen this week:</b> If you have not done so, this week send Dr. Parkman your supervisor's email so she can send them the link to the intern evaluation survey. Select Presentation or Paper via email <a href="mailto:parkman.6@osu.edu">parkman.6@osu.edu</a> no later than Sept. 3 <sup>rd</sup>
<b>Week 3</b> Sept. 4-10	<b>Due this week:</b> Respond to Dr. Parkman's doodle poll on dates you will be available for internship presentations if opted to do one.
<b>Week 4</b> Sept. 11-17	<b>Due in Carmen this week:</b> Your Evaluation_of your Internship Due no later than Sept. 17 <sup>th</sup> at 11:00 PM
<b>Week 5</b> Sept. 18-24	<b>Due in Carmen this week:</b> Post your response to DB#2 no later than Sept. 24 <sup>th</sup> at 11:00 PM
<b>Week 6</b> Sept. 25-Oct. 1	<b>Due in Carmen this week:</b> Post your response to DB#3 no later than Oct. 1 <sup>st</sup> at 11:00 PM
<b>Week 7</b> Oct. 2-8	<b>Due in Carmen this week:</b> Post your response to DB#4 no later than Oct. 8 <sup>th</sup> at 11:00 PM
<b>Week 8</b> Oct. 9-15	
<b>Week 9</b> Oct. 16-22	<b>Due in Carmen this week:</b> Documentation of your hours in the internship.
<b>Week 10</b> Oct. 23-29	<b>Due in Carmen this week:</b> Statement of Understanding
<b>Week 11</b> Oct. 30-Nov. 5	
<b>Week 12</b> Nov. 6-12	

<b>Week 13</b> Nov. 13-19	<b>Due in Carmen This Week:</b> Development Plan for students completing internships where they work, Business Plans/Project Summaries for students running their own businesses or working in family businesses AND paper for those students who elected to write a paper instead of presenting and no later than Nov. 19 <sup>th</sup> at 11:00 PM
<b>Week 14</b> Nov. 20-26	
<b>Week 15</b> Nov. 27-Dec. 3	Check in to assure you have all your assignments done.
<b>Week 16</b> Dec. 4-10	Grades Posted

**Things you should know:**

Backing up your work:

Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

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.

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.

Diversity

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>
- <http://mcc.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 a bias incident, you can report it online and anonymously (if you choose) at <https://equity.osu.edu/>.

### **Your Mental Health**

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 Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](https://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin 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 through the 24/7 National Suicide Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org).

David Wirt, [wirt.9@osu.edu](mailto:wirt.9@osu.edu), is the CFAES embedded mental health counselor. He is available for new consultations and to establish routine care. To schedule with David, please call 614-292-5766. Students should mention their affiliation with CFAES when setting up a phone screening. Accessibility Accommodations for Students with Disabilities

### **Requesting Accommodations**

The university strives to make all learning experiences as accessible as possible. 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 \(SLDS\)](#). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related

accommodations may do so through the university's [request process](#), managed by Student Life Disability Services.

### **Disability Services Contact Information**

- Phone: [614-292-3307](tel:614-292-3307)
- Website: [slds.osu.edu](http://slds.osu.edu)
- Email: [slds@osu.edu](mailto:slds@osu.edu)
- In person: [Baker Hall 098, 113 W. 12th Avenue](#)

## **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 on the basis of 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](https://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."

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 a bias incident, you can report it online and anonymously (if you choose) at <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>.

### **Ohio State's Academic Integrity Policy**

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](http://studentconduct.osu.edu) (studentconduct.osu.edu), 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)An
- [Eight Cardinal Rules of Academic Integrity](http://go.osu.edu/cardinal-rules) (go.osu.edu/cardinal-rules)

### **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.

## **Technology Support**

For help with your password, university email, CarmenCanvas, or any other technology issues, questions or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

1. **Self Service and Chat:** [go.osu.edu/it](https://go.osu.edu/it)
2. **Phone:** [614-688-4357 \(HELP\)](tel:614-688-4357)
3. **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)