



# THE OHIO STATE UNIVERSITY

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**AEDE 3191 INTERNSHIP  
COURSE OUTLINE AND SCHEDULE  
ONLINE  
Autumn 2018**

**INSTRUCTOR:** Dr. Anna W. Parkman  
**OFFICE:** 332 Agricultural Administration Building  
**MAILBOX:** AEDE Administrative Office, Ag Admin Building, 250  
**OFFICE HOURS:** M, T, Th 2:30-4:00 PM and W/F by appointment  
**PHONE:** (614) 292-9746 (office)  
**E-MAIL:** parkman.6@osu.edu

**REQUIRED TEXTBOOK & MATERIALS:** AEDE3191 Internship Packet 2018.2019 Academic Year

**LEARNING GOALS:**

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

- make connections between course content, the internship experience and professional expectations in their field of study.
- identify, research and solve problems.
- observe, practice and apply expectations for professional behavior and integrity.
- assess, identify, research and evaluate future career aspirations.
- observe, demonstrate and practice interpersonal skills and working with diverse populations.
- 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 AU18.SP19 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 10-page paper or make a presentation about their internship. In addition all students will need to complete three discussion board assignments, to complete an evaluation of their internship, submit their supervisor's evaluation of their performance, document hours & activities and to complete a CFAES survey about their experiences. 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 of 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 of your work can and should be submitted online, with the exception of the actual delivery of the presentation should you decide to go that route.

**Required Components**

Statement of Understanding
Hours & Activities Form
Student Evaluation of the Internship
Supervisor's Evaluation of Your Performance in the Internship
Discussion Boards 1-3 (to include Resume & LinkedIn Work)
CFAES Internship Survey
Presentation or Paper
*Business Plan with Evaluation by Supervisor *Professional Development Plan *Work Project Evaluation by Supervisor

\*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.

**As a reminder:**

**OSU Code of Student Conduct and Policy on Academic Misconduct**

Academic misconduct of any kind, including failure to cite sources in a paper is unacceptable. Faculty rule 3335-5-54 requires that "each instructor shall report to the Committee of Academic Misconduct all instances of what he or she believes may be academic misconduct." If you have any doubts concerning this policy it is your responsibility to consult with the instructor.

- All students are expected to abide by the University's Code of Student Conduct (<http://studentaffairs.osu.edu/csc/>)
- Please refer to the OSU Website for details on Academic Misconduct (<http://oaa.osu.edu/coam.html>). Any violation of the University's policy will be dealt with according to University procedures

**Disability Services**

The University strives to make all learning experiences as accessible as possible. I will work with you to provide accommodations for known disabilities. It is your responsibility to register with Student Life Disability Services to establish reasonable accommodations needed for the course. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be

implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

\*Presentation schedule for those electing to do so will be determined the week of Aug 27<sup>th</sup>. Dates and individuals will be posted in Carmen once the schedule is set via doodle poll that week.

COURSE SCHEDULE  
AUTUMN 2018

	Deliverables in Carmen
<b>Week 1</b> August 20 – 26	Introductions in Discussion Board Review Course Requirements Select Presentation or Paper via email <a href="mailto:parkman.6@osu.edu">parkman.6@osu.edu</a> no later than August 24 <sup>th</sup>
<b>Week 2</b> August 27 – September 2	Complete Doodle Poll for Presentation Dates (only for those electing to present)
<b>Week 3</b> September 3 - 9	Statement of Understanding Due Sept. 9 <sup>th</sup> Hours & Activities Form Due Sept. 9 <sup>th</sup> Supervisor’s Evaluation of You Due Sept. 9 <sup>th</sup>
<b>Week 4</b> September 10 - 16	Complete CFAES Survey Form *Work Project Supervisor Evaluation due September 16 <sup>th</sup> (only for those required to complete it).
<b>Week 5</b> September 17 - 23	Discussion Board 2 due September 23 <sup>rd</sup>
<b>Week 6</b> September 24 - 30	Your Evaluation of your Internship Due September 30 <sup>th</sup>
<b>Week 7</b> October 1-7	Submit your resume and a screen shot of your LinkedIn page. Connect with Dr. Parkman on LinkedIn.
<b>Week 8</b> October 8-14	
<b>Week 9</b> October 15-21	Paper Due October 21 for those students that elected this option
<b>Week 10</b> October 22-28	
<b>Week 11</b> October 29-November 4	Discussion Board 3 Due Nov. 4 <sup>th</sup>
<b>Week 12</b> November 5 - 11	*Family Business Plan (only for those required to complete it) due Nov. 11 <sup>th</sup>
<b>Week 13</b> November 12 - 18	Paper Revision Notification if needed by Nov. 12 <sup>th</sup>
<b>Week 14</b> November 19 - 25	*Development Plan (only for those required to complete it) Nov. 25 <sup>th</sup>
<b>Week 15</b> November 26 – December 2	Any Revised papers due on Nov. 16 <sup>th</sup>