

**COURSE SYLLABUS**  
**AGRI 4960: Bachelor of Applied Science Internship**

**Course Information:**

Course is contractual and meets for the full academic term. It is offered in summer, fall and spring.

**Prerequisites:** Bachelor of Applied Science majors, AGRI 3000, senior status, and consent of instructor.

**Course Description:**

Provides Bachelor of Applied Science students academic credit for advanced work experiences in their area of specialization. Students are required to complete academic assignments such as a weekly journal, discussion and writing assignments in addition to their field-based responsibilities. This course takes place in a mentored, supervised setting and requires prior approval by the instructor.

**Disability Statement:**

If you have a physical, learning, sensory or psychological disability and require accommodations, please let me know as soon as possible. You will need to register with, and provide documentation of your disability to University Disability Support Services (UDSS) in SEO, room 330 Knight Hall.

**Objectives/Outcomes/Standards:**

1. To develop proficiency in communicating information and ideas effectively and responsibly.
2. To demonstrate the ability to acquire, evaluate and utilize information and data.
3. To demonstrate an understanding of organizational design, behavior, ethical practices, and effective managerial and supervisory practices.
4. To gain an understanding of social, cultural, economic and environmental contexts essential for effective leadership and the management of change.

**Text(s) and Readings:** TBA per contract developed. Readings will be content-specific to the individual internship and identified by the student and mentor.

**Course Requirements/Assignments:**

AGRI 4960 is completed for 6 credit hours. As such, the following academic requirements will occur:

- Students are required to complete a minimum of 240 hours at the internship site under the supervision of their on-site mentor.
- Students will complete weekly journal assignments/learning logs that will be submitted to the instructor, thread topic discussions, and article/resource reviews.
- Students will complete a self-evaluation at mid-term and final exam week; the on-site mentor will also complete an evaluation of the student at the same times and schedule a conference call between the student, on-site mentor and instructor to discuss progress and expectations.
- Students will complete a final paper/project that is individualized based on the student's goals. It will be jointly constructed and approved by the student, on site mentor and instructor.

**Grading Standards:**

Weekly learning logs/journals	(12 @ 10 pts. each)	120 pts.
Project contract & conference call w/student & mentor		20 pts.

Self-evaluation	(2 @ 25 pts. each)	50 pts.
Mentor evaluation	(2@ 25 pts. each)	50 pts.
Midterm conference call with student & mentor		20 pts.
Article/resource reviews	(2 @ 25 pts. each)	50 pts.
Final conference call with student & mentor		20 pts.
Final paper/project		200 pts.

A= 90%    B=80%    C=70%    D=60%    F = below 60%

### Weekly Journals/Learning Logs

The purpose of the weekly journals is to communicate with me and receive feedback as you progress through your internship. These do not need to be lengthy, but should include the number of hours you put into your project, how you are feeling about your progress, what thoughts or questions are coming up for you as you progress, what you are learning about your mentor's leadership style, and any specific feedback or issues you'd like to process with me. I will be looking for thoroughness, whether you respond to questions I raised in my feedback, and professional level writing (minimum number of errors, evidence of proofreading, etc.). See Tentative Schedule for due dates. These assignments should be submitted via email using a Microsoft Word attachment.

### Resource/Reaction Papers

The purpose of these assignments are to show evidence that you are using quality resources (such as refereed journal articles) as you progress through your internship and work on your project. For each reaction paper, list a complete APA 6<sup>th</sup> Edition style reference for the article or other resource you are using. Write a 2-3 page paper that includes a summary of the article or resource and a discussion of how it will be useful to you for your project. What questions did it raise for you? How might it be applied? What was not helpful or raised "red flags" for you? I will be looking for quality, depth of thought, and professional level writing. See Tentative Schedule for due dates. These assignments should be submitted via email using a Microsoft Word attachment.

### Midterm and Final Evaluations (Self and Mentor)

Evaluation forms are to be completed twice during your internship to demonstrate how you feel that you are doing towards the completion of your learning goals and project, and how your mentor sees your progress. These will form the basis for the conference calls between the student, mentor and instructor. Separate forms will be sent. See Tentative Schedule for due dates. These evaluations should be submitted via email using a Microsoft Word attachment separately by the mentor and the student.

### Final Project

Each final project is unique. I will create a specific grading rubric and list of expectations for each approved project. This assignment should be submitted via email using a Microsoft Word attachment.

### Attendance/Participation Policy:

University sponsored absences are cleared through the Office of Student Life. Students must have a university-approved excuse, doctor's documentation, or prior approval of the instructor and on-site mentor for all absences. **No late work will be accepted** without prior approval by the instructor, or the documentation listed above.

### Academic Honesty:

UW Regulation 6-802. The University of Wyoming is built upon a strong foundation of integrity, respect and trust. All members of the university community have a responsibility to be honest and the right to expect

honesty from others. Any form of academic dishonesty is unacceptable to our community and will not be tolerated [from the UW General Bulletin]. *Academic dishonesty includes: plagiarism, cheating, fraud, violation of standards, multiple submissions, interference or obstruction, and complicity.* It is your responsibility to access and read UW Regulation 6-802 for explanations of each type of infraction.

Teachers and students should report suspected violations of standards of academic honesty to the instructor, department head, or dean. Other University regulations can be found at: <http://uwadmnweb.uwyo.edu/legal/universityregulations.htm> )

### **E-mail Procedures**

When sending e-mail to me or other students, please identify yourself by name and class (Example: Smith AGRI 4960) in the subject heading. This helps me easily identify class related e-mail so I can respond promptly. I will make every effort to answer emails within 24 hours or sooner. If I am going to be unavailable for a period of time, I will notify you in advance.

The instructor may make changes to the syllabus as the course proceeds. If necessary, these changes will be announced via email. Substantive changes made to the syllabus shall be communicated in writing to the students.