

ASC 399
Animal Sciences Internship
Course Syllabus
Credit Hours: Variable (1 to 3)

Instructors:	Ms. Colette Tebeau 803 W.P Garrigus Building Colette.Tebeau@uky.edu (859)-257-7551	Ms. Ann Leed 905 W.P. Garrigus Building ann.leed@uky.edu (859)-257-2465
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Virtual Office Hours: By appointment. The preferred method for reaching the instructor is via e-mail. Students will receive a response to e-mail/phone communications within 24 hours, Monday through Friday. Please recognize that instructors may not be able to respond immediately to your questions, So Plan Ahead! Instructors will not regularly check Canvas messaging/email. Please use the uky.edu instructor email provided above! USE YOUR UK email address!

All e-mails without an email address and appropriate subject line will be deleted without being read (we don't like worms or viruses); if a student's excuse for missing an assignment is attached, it will not be considered, since the email is deleted without being opened. Therefore, BE SURE you send all emails to instructors with a proper subject line of at least "ASC 399 firstname lastname student ID" in your subject line, especially if it includes an excuse for missing an assignment!!!

If you do not receive an answer within 24 hours Monday-Friday, please call the instructor.

Course Description: A field-based learning experience in animal sciences approved by the instructor of record and mentored by an internship supervisor. May be repeated to a maximum of six credits.

*** Please note that this course is an online course. Due to changes in UKY's tuition system, online courses will be charged "a la carte" and will NOT be included in general tuition. Please contact the financial aid office for more information ***

Prerequisites: Consent of instructor and director of undergraduate studies in Animal Sciences and completion of a supervisor contract and departmental learning contract before registration.

Textbook: Due to the nature of this course, there is no assigned textbook.

Canvas: Consistent and reliable computer access to UK Canvas and the ability to view YouTube videos. Students should **NOT** participate in this course using their cell phone!

Technology requirement- basic computer specifications for Canvas
<https://community.canvaslms.com/docs/DOC-2059>. For Canvas assistance –
<https://www.community.canvaslms.com/docs/DOC-10554-4212710328>

If students encounter technical difficulties with Canvas, they should contact the UK Information Technology Customer Service Center (<https://www.uky.edu/its/customer-support-student-it-enablement/customer-services> or 859-218-4357). If technical issues cannot be resolved contact the instructors to identify alternative solutions. Students will meet the learning outcomes via PowerPoint presentations, videos, and hands-on opportunities offered by their internship. These activities should supplement their required readings and assignments.

Contact information for Distance Learning Programs

- Distance Learning programs; <http://www.uky.edu/ukonline/>
- Information Technology Customer Service Center; <http://www.uky.edu/UKIT/Help/>, 859-218-HELP
- Distance Learning Library Services; <http://www.uky.edu/Libraries/DLLS>
Carla Cantagallo, DL Librarian (local phone number 859-218-1240; Email: carla@uky.edu)

Student Learning Outcomes:

- Identify and document professional lessons learned throughout the internship work experience.
- Communicate with Animal Sciences professionals in regards to careers, education and work experience.
- Analyze demands made in a professional environment in regards to dress, punctuality, communication and other industry standards.
- Practice skill set relevant to their internship industry.

Assignments and Grading Scale:

Assignments and Grading Scale for ONE credit hour:

Assignment #	Assignment details	Points
#1	Syllabus and academic integrity quiz	25
#2	Professionalism quiz	25
#3	Informational interview questions	50
#4	Informational interview summary assignment	100
#5	Internship conclusion paper	100
#6	Internship evaluation	25
	Signed record of contact hours *****	0
	Total	325

Grading Scale:

Grading	Minimum Points
A – 90%	292.5
B – 80%	260
C – 70%	227.5
D – 60%	195
E – less than 60%	Less than 195

Assignments and Grading Scale for TWO credit hours:

Assignment #	Assignment details	Points
#1	Syllabus and academic integrity quiz	25
#2	Professionalism quiz	25
#3	Professional reflection #1- introduction to internship	50
#4	Professional reflection #2 – best and worst	50
#5	Professional reflection #3 – coursework	50
#6	Informational interview questions	50
#7	Informational interview summary assignment	100
#8	Internship conclusion paper	100
#9	Internship evaluation	25
	Signed record of contact hours *****	0
	Total	475

Grading Scale:

Grading	Minimum Points
A – 90%	427.5
B – 80%	380
C – 70%	332.5
D – 60%	255
E – less than 60%	Less than 255

Assignments and Grading Scale for THREE credit hours:

Assignment #	Assignment details	Points
#1	Syllabus and academic integrity quiz	25
#2	Professionalism quiz	25
#3	Professional reflection #1- introduction to internship	50
#4	Professional reflection #2 – best and worst	50
#5	Professional reflection #3 – coursework	50
#6	Professional reflection #4 – expectations vs realities	50
#7	Informational interview questions	50
#8	Informational interview summary assignment	100
#9	Additional informational interview summary assignment	100
#10	Internship conclusion paper	100

Updated June 12th, 2019

#11	Internship evaluation	25
	Signed record of contact hours *****	0
	Total	625

Grading Scale:

Grading	Minimum Points
A – 90%	562.5
B – 80%	500
C – 70%	437.5
D – 60%	375
E – less than 60%	Less than 375

Midterm Grade: Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/Academic_Calendar.htm)

Final Exam: There is no scheduled final exam for this course.

Assignment Descriptions:

- **Syllabus and academic integrity quiz**
 - Should be taken after reading and assimilating the information found in the syllabus and the modules on academic integrity found on Canvas.
- **Professionalism quiz**
 - Should be taken after reading and assimilating the information found in the professionalism module on Canvas.
- **Informational interview questions**
 - Students should review mandatory informational interview questions found on Canvas. Students should turn in 10 additional questions via Canvas, pertinent to your internship learning objectives, your internship industry and your career goals. These questions are due prior to the completion of the informational interview.
- **Informational interview summary assignment**
 - An informational interview is a meeting with an experienced professional intended to help you gather information about an occupation of interest. Students are required to organize and perform an informational interview with their internship supervisor. This will provide you with an opportunity to gather information and guidance about the people, environment and skills involved in that field. This is a two part assignment double-spaced, 12-point font, Times New Roman, 1-inch margins:
 - **Part 1** - After you have performed the informational interview, type up the responses using complete sentences, proper grammar and correct punctuation. Questions and

responses must include the mandatory informational interview questions and the 10 additional questions submitted in the previous assignment.

- **Part 2** - Write a 1 to 2 page reflection paper using complete sentences, proper grammar and correct punctuation. This paper should answer the questions below.
 - Reflection summary should include the student's response to the answers given and the following questions should be discussed.
 - Who you interviewed, their job title, educational background, and what they do on a daily basis
 - Where you surprised by any of the interviewee's responses?
 - How did this effect your career goals?
 - Was this assignment beneficial to your learning objectives? Why or why not?
 - Your reaction to doing an information interview (easier/harder than you thought?)
 - Looking back at the interview are the questions you wished you had asked? If yes, what are those questions?
 - After completing an informational interview who else in your desired career field would be beneficial to interview?
- **Internship conclusion paper**
 - At the end of the internship, students must turn in an internship conclusion paper. This paper should be four pages in length, double-spaced, 12-point font, Times New Roman, 1-inch margins and reflect on the overall impact of the internship. Consider and discuss the following questions
 - What are the three most important lessons you learned during this internship?
 - How did this internship change your view of the industry in question?
 - What advice would you give other students looking for a similar internship experience?
 - Did you meet your learning objectives? Why or why not?
- **Internship evaluation**
 - Complete the evaluation found on Canvas providing feedback about your internship. Students should complete the evaluation once the internship is complete.
- **Professional reflections (*only required for students with two or more credit hours*)**
 - All reflections should be professional and detailed while answering the required questions.
 - Must be at least 200 words (about $\frac{3}{4}$ of a page), 12-point font, Times New Romans, 1-inch margins, double-spaced. Use additional pages to include one or more high-resolution photographs if desired.
 - **Professional reflection #1 – Introduction to Internship**
 - What are your expectations going into your first week of work?
 - What are you most looking forward to learning?
 - What do you think will be your greatest challenge?
 - Do you have any concerns?
 - **Professional reflection #2 – Best and Worst**
 - What do you like most about your internship duties and why?
 - What do you like least about your internship duties and why?
 - How do the people you work with affect the duties you like the most and duties you like the least? Would this change with a different supervisors or co-workers?

- **Professional reflection #3 - Coursework**
 - What knowledge and skills have you learned in Animal Sciences courses that prepared you for this internship?
 - What skills do you wish you would have learned in the classroom prior to this experience?
 - What courses are you now looking forward to taking?
- **Professional reflections #4 – Expectations vs. Realities (only for students with three credit hours)**
 - How have your expectations compared with the reality of your work?
 - If there are differences, why do you think that is?
- **Additional informational interview summary assignment (only for students with three credit hours)**
 - Students are required to organize and perform an informational interview with another interviewee. This assignment gives you the opportunity to interview a **SECOND** industry professional. You should use the questions submitted in "informational interview questions" assignment, however these questions may need to be altered slightly to be relevant to the second interviewee. **Three parts are required for this assignment** (Double-spaced, 12-point font, Times New Roman, 1-inch margins).
 - **Part 1** - After you have performed the informational interview, type up the responses using complete sentences, proper grammar and correct punctuation. Questions and responses must include the mandatory informational interview questions and the 10 additional questions submitted in the previous assignment.
 - **Part 2** - Write a 1 to 2 page reflection paper using complete sentences, proper grammar and correct punctuation. This paper should answer the questions below.
 - Reflection summary should include the student's response to the answers given and the following questions should be discussed.
 - Who you interviewed, their job title, educational background, and what they do on a daily basis
 - Where you surprised by any of the interviewee's responses?
 - How did this effect your career goals?
 - Was this assignment beneficial to your learning objectives? Why or why not?
 - Your reaction to doing an information interview (easier/harder than you thought?)
 - Looking back at the interview are the questions you wished you had asked? If yes, what are those questions?
 - After completing an informational interview who else in your desired career field would be beneficial to interview?
 - **Part 3** - Write a 1 page comparison paper using complete sentences, proper grammar and correct punctuation.
 - This paper should compare and contrast your first and second informational interviews. While answering the following questions:
 - Did any of the answers interviewees responses or opinions contradict each other? If so, why do you think this occurred?
 - Did you find one personality easier to interact with compared to the other? Why or why not?

- Was interviewee opinions more in line with your own? Why or why not?
- Signed record of contact hours
 - Complete the form provided and have YOUR supervisor sign off the contact hours you completed for your internship.
 - Students must submit the completed form via Canvas. Students may upload the required form as a picture or document file.
 - **FAILURE TO COMPLETE THIS ASSIGNMENT WILL RESULT IN AN “E” IN ASC 399.**

Course Policies

Submission of Assignments: Completed assignments will be submitted online. An online anti-plagiarism tool will be used to prevent plagiarism.

It is your responsibility to see that the assignments are completed on time. All assignments are due by 11:30PM on Thursday (Eastern time zone).

Completed assignment filenames should include student’s username. For example, a homework file must be appended by the student's username, such as homework1- username.doc. Work will not be accepted after the deadline and will receive a grade of zero, so leave enough time to account for possible computer issues, as these are NOT excuses for late assignments. If Canvas is down or the student is having issues submitting an assignment, students should email their assignments as a Word document to the instructor by the deadline. Please note, the instructor will give students 24hrs to resubmit the assignment, if it has been identified as corrupted. Failure to resubmit within the required time will result in a zero.

For assigned papers or projects, the deadline will be clearly announced (date and time) on Canvas. Late papers will not be accepted except in cases of a documented, excused absence. The resulting grade for a late paper will be a zero for that assignment. Make-up work will only occur at the discretion of the instructor.

Attendance Policy: Instructor may spot check with your internship supervisor to determine if you are fulfilling required contact hours. Failure to fulfill hours listed on your internship contract will result in a failing grade. Students may not decrease their credit hours at the end of their internship to compensate for missing contact hours.

Any disputes with your internship supervisor should be brought to the attention of instructor immediately.

The instructor of this course, believing that early semester engagement is crucial to student success, will be monitoring your engagement within the first three weeks of the course. Failure to engage in class activities will result in the student being reported to the registrar’s office.

Excused Absences:

In regards to University policy

Students need to notify the instructor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member,

(c) University-related trips and activities, (d) major religious holidays (prior notification required), (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found by the professor to fit “reasonable cause for nonattendance”.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

In situations where a student’s total EXCUSED absences exceed 1/5 (or 20%) of the class periods scheduled for the semester, students are strongly encouraged to withdraw (take a “W”) from the class as per university policy. If a student has excused absences in excess of one-fifth of the class contact hours for that course, the student shall have the right to receive a ‘W’, or the Instructor of Record may award an ‘I’ for the course if the student declines to receive a ‘W.’

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Absences from internship hours should be discussed with your internship supervisor. Internship supervisors are not required to and will not follow University excuse guidelines.

Verification of Absences: Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to the University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity: Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. If deemed necessary the UK Academic Offense Policy course of action will be followed. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on his or her record, more serious penalties, up to suspension from the University, may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Students Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance

is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations Due to Disability: If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/DisabilityResourceCenter>.

Schedule

Assignment Details	Required For	Timeline and Due Date
Professional reflection #1- introduction to internship	2 and 3 credit hours	Due before you start your internship
Syllabus, plagiarism, and academic integrity quiz	All	Due one week after the start of your internship
Professionalism module quiz	All	Due two weeks after the start of your internship
Professional reflection #2 – best and worst	2 and 3 credit hours	Due at midpoint of your internship
Informational interview questions	All	Due at midpoint of your internship
Professional reflection #3 – coursework	2 and 3 credit hours	Due at the $\frac{3}{4}$ point of your internship
Professional reflection #4 – expectations vs realities	3 credit hours	Due one week before the conclusion of your internship
Informational interview summary paper #1 internship supervisor	All	Due at the conclusion of your internship
Informational interview summary paper #2 other industry professional, peer, co-worker, etc.	3 credit hours	Due at the conclusion of your internship
Overall internship summary paper	All	Due at the conclusion of your internship
Internship evaluation	All	Due at the conclusion of your internship
Signed record of contact hours	ALL	Due at the conclusion of your internship **** Failure to complete this assignment will result in a failure of the course