

# ASC 399 Experiential Learning in Animal Sciences

## Course Syllabus

### Course Information

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**Semester:** Fall 2023

**Section:** Section 202

**Credit hours:** 1-3

**Lecture Meeting Days/Time/Location:** Online, asynchronous

**Canvas:** Course information, assignments and grades will be available through the ASC 399-202 page on Canvas (<http://www.uky.edu/canvas/>).

### Instructor Information

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**Instructor:** Ms. Ann Leed, Academic Program Coordinator, Department of Animal and Food Sciences

**Office Building and Room Number:** 905 W.P. Garrigus Building

**Email:** [ann.leed@uky.edu](mailto:ann.leed@uky.edu)

**Office Phone:** 859-257-2465

**Virtual Office Hours:** By appointment (email to schedule).

Email is my preferred method of communication. I check my email multiple times a day on weekdays and at least once during the weekends. You can expect a response from me within 24 hours.

### Course Description

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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.

### Required Materials

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- Laptop or tablet
- No additional expenses associated with the course besides the required materials listed above.

### Skill & Technology Requirements

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#### Technology Requirements

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [www.uky.edu/its](http://www.uky.edu/its).

## Technical Support

For technical help, contact Information Technology Services by phone 859-218-HELP (4357) and via the ITS Customer Services page (<https://www.uky.edu/its/customer-support-student-it-enablement/customer-services>).

## Student Learning Outcomes

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- 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.

## Course Activities & Exams

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### Syllabus & Academic Integrity Quiz (25 points)

Should be taken after reading and assimilating the information found in the syllabus and the modules on academic integrity found on Canvas.

### Professionalism Quiz (25 points)

Should be taken after reading and assimilating the information found in the professionalism module on Canvas.

### Informational Interview Questions (50 points)

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 (100 points)

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.

- 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 (100 points)**

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 (25 points)**

Complete the evaluation found on Canvas providing feedback about your internship. Students should complete the evaluation once the internship is complete.

### **Signed Record of Contact Hours (0 points)**

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.**

### **Professional Reflections (only required for student 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 (50 points)** - 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 & Worst (50 points)** - 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 (50 points)** - 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 Reflection #4: Expectation vs. Realities (50 points)** (only for student 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) (100 points)**

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.
  - 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.

## Grading Scale

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### For ONE credit hour:

<b>A = 100-90%</b> (325-292.5 points)	<b>B = 89-80%</b> (292.4-260 points)	<b>C = 79-70%</b> (259.9-227.5 points)	<b>D = 69-60%</b> (227.4-195 points)	<b>E = Below 60%</b> (below 195 points)
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### For TWO credit hours:

<b>A = 100-90%</b> (475-427.5 points)	<b>B = 89-80%</b> (427.4-380 points)	<b>C = 79-70%</b> (379.9-332.5 points)	<b>D = 69-60%</b> (332.4-255 points)	<b>E = Below 60%</b> (below 255 points)
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### For THREE credit hours:

<b>A = 100-90%</b> (625-562.5 points)	<b>B = 89-80%</b> (562.4-500 points)	<b>C = 79-70%</b> (499.9-437.5 points)	<b>D = 69-60%</b> (437.4-375 points)	<b>E = Below 60%</b> (below 375 points)
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Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar. Per Senate Rule 5.1.6 final grades should be submitted within 72 hours after the final examination is administered.

## Attendance Policy

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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 you being reported to the registrar's office.

## Assignment Policies

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### Assignment Submissions

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 will be listed with a date and deadline on Canvas.

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.

Feedback will be given via the “comments” area of each assignment. If extensive feedback or editing is required, the instructor may contact the student via email.

**Course Schedule (Please note that this schedule is tentative and will be adjusted as needed around university holidays and academic calendar.)**

Assignment	Required For	Timeline/Due Date
Professional Reflection #1: Introduction to Internship	2 & 3 credit hours	Before start of internship
Syllabus, Plagiarism, & Academic Integrity Quiz	All	Before start of internship
Professionalism Quiz	All	Two weeks after start of internship
Professional Reflection #2: Best & Worst	2 & 3 credit hours	Midpoint of internship

Informational Interview Questions	All	Midpoint of internship
Professional Reflection #3: Coursework	2 & 3 credit hours	$\frac{3}{4}$ point of internship
Professional Reflection #4: Expectations vs. Realities	3 credit hours	1 week before conclusion of internship
Informational Interview Summary	All	Conclusion of internship
Additional Information Interview Summary	3 credit hours	Conclusion of internship
Internship Conclusion Paper	All	Conclusion of internship
Internship Evaluation	All	Conclusion of internship
Signed Record of Contact Hours	All	Conclusion of internship *Failure to complete this assignment will result in failure of the course*

## Academic Policy Statements

Review the Senate's academic policy statements (<http://www.uky.edu/universitysenate/acadpolicy>), for detailed explanations of the following university policies:

- Excused absences and acceptable excuses
- Religious observations
- Verification of absences
- Make-up work
- Excused absences for military duty
- Unexcused absences
- Prep week and reading days
- Accommodations due to disability

- Non-discrimination statement and Title IX information
- Regular and substantive interaction

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

## Academic Integrity Offenses

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Review the rules regarding academic offenses (<https://www.uky.edu/universitysenate/ao>). You are responsible for knowing policies as they relate to academic offenses. Being unaware of the policy is not an acceptable justification for committing an academic offense.

## Student Resources

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For help developing study skills, visit tutoring and coaching resources (<https://www.uky.edu/studentacademicsupport/free-tutoring-and-coaching-resources>).

The University also offers a variety of resources to students. Visit the University Senate's resources available to students to access that list (<https://www.uky.edu/universitysenate/student-resources>).

For technical and UK linkblue account help, students can contact Information Technology Services by phone 859-218-HELP (4357) and via the ITS Customer Services page (<https://www.uky.edu/its/customer-support-student-it-enablement/customer-services>).

## Diversity, Equity, & Inclusion

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The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community (Governing Regulations XIV). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community (<https://www.uky.edu/regs/gr14>). These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to diversity, equity, and inclusion. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record and/or the Office of Institutional Equity and Equal Opportunity (<https://www.uky.edu/eoo/>). Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair; any college administrator or the dean. All of these individuals are mandatory reporters under University policies.