

ANS 4941 SYLLABUS FULL-TIME PRACTICAL WORK EXPERIENCE IN ANIMAL SCIENCE

Internship Coordinator

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Course Description:

Credit is earned on the basis of two credit hours per month of full-time employment.
(S-U)

Course Pre-Requisites:

Prior arrangement with academic advisor, and pre-approval of experience with academic advisor and internship coordinator.

Course Credits:

2 – 8 credits

Students will register for 2 credits of ANS 4941 per month of full-time employment (minimum of 40 hours per week). The full-time work experience must last for a minimum of two consecutive months or eight weeks. A minimum of 3 credits must be earned to meet degree requirements in the Food Animal and Equine specializations. A maximum of 8 credits can be applied to a student's degree program for graduation.

Time and Location:

TBA

Students must be employed in an off-campus, ***pre-approved, full-time*** work experience for at least eight weeks. Full-time is considered a minimum of 40-hours per week throughout the experience. Part-time work experiences will not qualify for ANS 4941 credit. Work experiences can be on farms, in businesses, laboratories or related governmental agencies

Internship Program Overview:

Internships involve off-campus, ***pre-approved, full-time*** work experiences. The training is intended to provide students with an experience that is both practical and educational.

Required and Recommended Textbooks:

Due to the nature of this course, no text is required.

Course Objectives:

At the conclusion of the internship experience, students will be able to:

1. Gain practical work experience in the animal industry under appropriate supervision by experienced and competent personnel.
2. Apply theory to actual work experience.
3. Critically analyze business or agency operations.
4. Develop work-place skills and habits, use equipment, learn techniques and experience office etiquette crucial to success in full-time employment settings.
5. Develop self-confidence and leadership abilities while working with others.
6. Determine whether the student has a real interest in the field.
7. Develop personal contact with leaders in the industry and job placement opportunities through networking.
8. Identify strengths and weaknesses in student's own educational program and/or that of the Department or University.
9. Prepare a personal resume and experience aspects of seeking employment, such as job searching, completing applications, and interviewing.

Grades and Grade Points:

ANS 4941 will be graded on an S/U basis only, upon completion of course requirements and the student's ***pre-approved, full-time*** work experience. A satisfactory grade (S) will be earned upon the successful completion and submission of the following assignments:

- **Internship Plan** – completed (with oversight from an advisor and/or internship coordinator) and submitted **prior** to registration in ANS 4941
- **Internship Registration Forms** – completed and submitted **prior** to the start of the internship
- **Internship Discussion Posts** – completed during the internship as assigned by the internship coordinator. There will be a minimum of three discussion posts throughout the experience:
 1. The first discussion post must be completed within two weeks of the experience start date
 2. The second must be completed at the mid-point of the experience
 3. The third must be completed within one week of completing the experience or before the end of the semester enrolled (whichever is first)
 4. Additional discussion post may be assigned at the discretion of the internship coordinator throughout the experience.

Grades and Grade Points (continued):

- **Internship Discussion Posts**

Discussion posts will be completed through the online CANVAS e-learning ANS 4941 course. Enrolled students will be registered in an on-going section at the start of their internship experience. ***If students do not have access to internet during their internship, then it is the student's responsibility to contact the internship coordinator within the first week of employment to determine an alternative assignment.*** This will most likely require students to periodically check-in with their faculty advisor at least a few times per month while on the internship via phone.

- **Student Evaluation Form** – due within two weeks of the last day of employment for the internship
- **Employer/Supervisor Evaluation Form** – due within two weeks of the last day of employment for the internship
- **Internship Final Report** – due within two weeks of the last day of employment for the internship
- **Internship Seminar** – to be presented at the Department of Animal Sciences Internship Seminar in the fall semester following the completion of the internship. Students who cannot attend the seminar on the scheduled date must make arrangements with their advisor and the internship coordinator to present their seminar on an agreed-upon alternate date.

Students who will graduate prior to presenting their seminar will be required to create a poster to be displayed during the seminar reception. Students should use the poster presentation rubric when developing their poster for submission. Posters will be due on the last day of the semester that the internship experience was completed in. Students who have graduated will not be required to be present for the seminar if a poster is submitted.

**Please note that there are no quizzes or exams as part of this course. The required internship seminar will substitute for a final exam.*

Failure to successfully complete the internship experience, submit the outlined assignments and/or present at the Internship Seminar will result in a failing grade (U) for the experience.

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Attendance and Make-Up Work:

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Academic Honesty:

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see:

<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

Online Course Evaluation Process:

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at

<https://evaluations.ufl.edu/results>.

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Services for Students with Disabilities:

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation
0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Campus Helping Resources:

Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

Health & Wellness

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students.
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Wellness Coaching
- *U Matter We Care*
If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.
- *Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161.*
- *University Police Department, 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>*

Academic Resources

- E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learningsupport@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.
- Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.ufl.edu/>
- Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf