Michigan State University Agriculture, Food, & Natural Resources Education Major Internship Handbook (CSUS493, Section 732)

M.W. Everett

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1.0 – Overview and Objectives of the Internship

The purpose of the internship is to provide the student breadth and depth in a professional work experience in their field. This experience must be a minimum of 400 work hours. Breadth includes involvement in a number of aspects of the organization rather than an exclusive focus on just one task, such as a typical seasonal job would entail. Breadth also involves using the array of knowledge gathered by one's senior status in their major (Agriculture, Food and Natural Resource Education). It reflects coursework in the core concepts and foundations and specific knowledge about operations, administration, planning and management in the public, non-profit and commercial sectors. Depth entails regular student reflection in the form of weekly blogs submitted via D2L and feedback received from the internship coordinator/instructor, as well as more in-depth modules and a special project that provides a direct benefit to the organization hiring the intern and involves the instructor in an advisory role.

One key result of the internship is that the intern will have a far greater understanding of the day-to-day responsibilities in their field. Another is that a successful internship may lead to a strong recommendation from the intern's organizational supervisor as well as the MSU Internship Coordinator. It may also lead to a job offer with the internship organization. In summary, the internship is more dependent than any other course in the student's degree program on the student bringing his/her knowledge, skills and abilities to bear on a daily basis in their chosen field. The professional internship is designed to be a capstone course. CSUS strongly supports and recommends CSUS students do a paid internship, rather than unpaid one, as it better values the student's knowledge, effort and commitment to the internship organization. In practical terms, it also reduces the student's financial burdens.

Objectives of the program include that students' will:

1. Establish career and internship goals and assess the impact of the internship on those goals.

2. Understand the mission statement and organization chart of the internship organization and be able to assess the effectiveness of the organization in meeting that mission.

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3. Use evaluation knowledge to effectively evaluate a program, procedure or policy of the internship organization.

4. Understand the interaction of the internship organization with the community at your work site, with a special focus on community sustainability.

5. Integrate knowledge of their field into their daily tasks and across the entire internship.

6. Use skills/knowledge in a project beyond regular internship duties to meet an unmet need in the internship organization in consultation with the internship employer and your MSU internship coordinator.

7. Reflect on the impact of the internship experience at its conclusion and how it refines your career plans.

2.0 - Internship Guidelines

All Students who are enrolled in Internship course (CSUS493, Section 732) will be assisted with an internship experience structured around basic guidelines and specific assignments. Additional guidelines include:

• Students are to enroll in internship as an Independent Study (CSUS493, Section 732) for 3 to 6 credits.

• Each student will arrange in consultation with his/her academic advisor and with the assistance of the internship coordinator a professional work experience of no less than 5 hours per week with no more than 40 hours per week and a total of 400 hours.

• It is the responsibility of the student to research and select the "most appropriate" internship. Evaluate your needs (financial, transportation, housing etc.) carefully since some internships do not pay a stipend while others will be a break-even experience. Some of the more common ways to identify an internship opportunity are:

    A. Resources around the student's hometown
    B. Internship openings via email messages from the advising office
    C. Career Services, 113 Student Services Building http://www.csp.msu.edu/
    D. Jill Cords, jcords@msu.edu, 121 Morrill Hall, MSU Campus
    E. Employment/internship offices of federal and state agencies
    F. National research institutions such as Resources for the Future.

• The Internship can be initiated at any time convenient to the sponsoring organization and the intern. Formal registration for the Internship program must be done no later than at the beginning of the first semester after the sponsoring organization, student intern, and the

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Department internship coordinator agree and sign the Learning Objectives Agreement relating to the specific internship experience and complete a Training Agreement.

- Each internship experience will be confirmed with either a non-contractual Internship Training Agreement or a formal contractual Affiliation Agreement (whichever is preferred by the Sponsoring Organization).

- The internship coordinator will facilitate communication between the sponsoring organization, the student intern, and the University, where necessary, through personal visits, telephone, and e-mail.

- Student interns must complete all assignments in a professional manner as detailed in the Department of Community Sustainability Internship Handbook prior to receiving a grade and credit for the Internship (CSUS493, Section 732). None compliance with these arrangements will result in a 0.0 grade for the Intern at the end of the Semester in which enrolled.

- Communication is essential for the student to gain the most from the internship experience. Questions, issues, or concerns, which cannot be adequately resolved by the site supervisor and the student intern, must be communicated to the internship coordinator as quickly as possible.

- Sponsoring organizations should feel free to contact the internship coordinator office by appointment, telephone, or e-mail with any questions or concerns.

Dr. Michael Everett, AFNRE Internship Coordinator
Department of Community Sustainability
480 Wilson Road
140 Natural Resources Building
Office Phone: 517-432-0292
Cell Phone: 517-581-5888
everettm@msu.edu

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3.0 - Professional and Ethical Conduct

First and foremost, students should be aware that, while in the field, they represent the Department of Community Sustainability as well as the University as a whole. Students are expected to perform as they would in any job environment. This means you will:

- Arrive to work on time. Call the supervisor as early as possible when illness will cause an absence (extended absences should be reported to the internship office).

- Report to the organization dressed and groomed in an appropriate business-like manner.

- Discuss all work activities with one's site supervisor.

- Follow all organization rules observing punctuality, reliability and conduct.

- Complete all work assigned by the organization and all academic work assigned by the internship program in a timely manner.

- Assure that no commitments are made (i.e., employment or other classes) which will conflict with your required working hours. Students are reminded that they are expected to perform like any other employee in the organization.

- Demonstrate initiative and enthusiasm toward the internship organization and its programs.

- Demonstrate responsible attitude toward the facilities and equipment

- Display a cooperative and helpful attitude toward all organizational personnel.

- Maintain good public relations, both internal and external, to the internship-providing organization.

- Complete all assignments and reports required by the internship organization.

- Complete all assignments and reports required by the Department of Community Sustainability.

- Behave in a professional manner at all times. Unethical and/or unprofessional conduct may be grounds for dismissal from the organization and ensuing loss of credit for the course. Students and/or agencies should contact the internship office if they are experiencing any difficulties related to the internship agreement.

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4.0 - Communications

E-mail and D2L will be the primary method of communication between the student and the internship coordinator. You should be prepared to stay in contact with the internship coordinator on a regular basis. Dr. Everett's e-mail address is everettm@msu.edu.

>Dr. Michael Everett, AFNRE Internship Coordinator
>Department of Community Sustainability
>480 Wilson Road
>140 Natural Resources Building
>Office Phone: 517-432-0292
>Cell Phone: 517-581-5888
>everettm@msu.edu

5.0 - Academic Requirements and Grades

In order for a student to receive credits for the internship he/she must register for at least 3 credits in the CSUS493 (Section 732) Internship course. As in all credit courses, CSUS493 operates on the basic 4-point grading scale (4.0=A). You do not have to use the forms included in this handbook to submit your assignments. Forms for these assignments may be simulated on D2L.

Grading	Assignment	Points Possible
	Career and Internship Goals (Discussion	50
	Bi-Weekly Blogs	450
	Module 1	100
	Module 2	100
	Module 3	100
	Module 4	100
	Special Project	100
	Total	**1000**

Grading Scale	Points	Grade
	1000-900	4.0
	850-899	3.5
	800-849	3.0
	750-799	2.5
	700-749	2.0
	650-699	1.5
	600-649	1.0
	Less than 600	0.0

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5.1 - Credits and Contact Hours

Credits	Hours/Week	Total Hours
3	~30 (x13)	400

Students are responsible for monitoring their internship hours. You must complete the required number of hours given the number of credits for which you registered. Some organizations will require that you complete additional hours. You need to meet the Department's requirement in order to receive credit, and you need to meet the organization's requirement in order to remain in good standing with the organization. Within those guidelines, hours per week may be adjusted to fit individual student and organization needs. **Hours worked should be indicated in your weekly blog.**

5.2 - Due Dates

Every student's internship experience will be unique and will therefore require individual consultation with the internship coordinator to set due dates. It is your responsibility to make an appointment to discuss the timing of assignments with your internship coordinator. You may use following schedule as a guide.

DATE	MATERIAL	POINTS
First week	Career and Internship Goals (Discussion)	50
Bi-Weekly	Bi-Weekly Blogs	450
End of 3rd week	Module 1	100
End of 6th week	Module 2	100
End of 6th week	Mid-Semester Evaluation	
End of 9th week	Module 3	100
End of 12th week	Module 4	100
End of Internship	Final Semester Evaluation	
Begin in 3rd week	Special Project	100

TOTAL POINTS   **1000**

There are seven assignments due throughout the semester. Please submit these to the internship coordinator through D2L. Your grade will be based upon these assignments and the internship provider's evaluation.

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5.3 - Late Assignments

A "late" is defined as any course requirement received after 12:00 A.M. the first weekday (not including holidays) following a due date. Note that D2L will time stamp your assignments therefore the D2L system will be used to define the 12:00 A.M. time. Five points will be subtracted from the maximum possible for each day the assignment is late for all of the course requirements.

5.4 – Assignments during the Internship

Career and Internship Goals
Using the D2L folder labeled "Career and Internship Goals," create a discussion post that tells the group a bit about who you are, your career goals after university, and what you are doing in your current internship.

Bi-Weekly Blog
The 1st bi-weekly blog is to notify your Internship Coordinator that you have arrived and describe your first impressions of the internship situation. A bi-weekly blog is will be uploaded to D2L each successive bi-week of the internship (7 blogs). Each bi-weekly blog should be approximately 1 page in length and address current tasks, accomplishments, observations, concerns and questions as well as **record total number of hours worked**. A template for the bi-weekly blog can be found in this document. Note that there may be a bi-weekly blog and a Module due in the same week.

Module 1: Organization (End of week 3)
In a 1-page paper: Provide the mission statement for your organization, describe how the mission does or does not appear to be met based on your initial impressions and provide an organization chart for your site with a duty summary by position including yours. If there is no mission statement, ask your supervisor to outline the main points of your organization and work to develop one in your paper of no more than 3 sentences. Upload your Module 1: Organization paper to the D2L location labeled "Module 1 – Organization" folder.

Module 2: Management Process (End of week 6)
For a defined program, facility, policy, or function (PFPF, e.g., pick something about the organization from a management perspective and analyze the issue using the questions below), in a paper of 1-2 pages:

1. Describe the problem/challenge/need the PFPF is designed to meet.
2. What are the desired outcomes? Are they measurable? If not, what measurable outcomes would you propose?

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3. What inputs are needed to meet implement the PFPF (e.g. budget, people, equipment, scheduling, etc.)?
4. Describe implementation of the PFPF.
5. Discuss whether the desired outcome(s) have been met.
6. What feasibly could be done to improve the PFPF?
7. Upload your Module 2: Management Process paper to the D2L location labeled "Module 2 – Management Process" folder.

Mid-Semester Evaluation: Use the Mid-Internship Evaluation Form for both the student and the supervisor at the halfway point of your internship (Appendix C, Page 11). This will provide you with guidance for the rest of the internship and useful feedback to your internship employer and to your Internship Coordinator. Upload your Mid-Term Evaluation to the appropriate D2L folder labeled "Mid-Term Evaluation" location within CSUS493, Section 732.

Module 3: Community Interface (End of week 9)
In a paper of 1-2 pages, discuss your organization's approach to sustainability and their interactions about sustainability with the community. Clearly list and discuss feasible suggestions to improve community engagement and sustainability. Upload your Module 3: Community Interface paper to the D2L location labeled "Module 3 – Community Interface" folder.

Module 4: Goal Achievement (End of week 12). Looking back at your internship and career goals, discuss your internship in light of those initial goals in a paper of 1-2 pages. Discuss each individual goal and how overall your approach to your career has been influenced by your internship. Upload your Module 4: Goal Achievement paper to the D2L location labeled "Module 4 – Goal Achievement" folder.

Final Evaluation: Use the Final-Internship Evaluation Form for both the student and the supervisor at the end of your internship on the CSUS website (http://www.csus.msu.edu/undergraduate/internships). This will provide you with guidance in your career and useful feedback to your internship employer and your MSU Internship Coordinator. Upload your Final-Term Evaluation to the appropriate D2L folder labeled "Mid-Term Evaluation" location within CSUS493, Section 732.

Special Project: Working with your internship organization supervisor and your MSU Internship Coordinator, design a project by end of 3rd week beyond the scope of your original duties that is beneficial to the organization and uses your unique mix of knowledge and skills. Complete it by the end of your internship. Describe the project in a paper of 1-2 pages that includes defining the problem/challenge/need, the approach you have chosen to improve the situation including measurable outcomes, the implementation of the approach (tasks, budget, cooperation necessary, etc.), and suggested measures of evaluation for the results. Upload your Special Project to the appropriate D2L folder labeled "Special Project" location within CSUS493, Section 732. **(End of week 13)**

APPENDIX A - Internship Training Agreement

MICHIGAN STATE UNIVERSITY
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Professional Internship Training Agreement with the
Department of Community Sustainability

Majors: Agriculture, Food and Natural Resources Education; Environmental Studies and Sustainability; Sustainable Parks, Recreation, and Tourism
(not a binding contract but a statement of agreement and understanding)

Student's Name: _____ PID Number: _____
First   Middle   Last

Student's Mailing Address: _____
Number and Street   City   State   Zip

Phone: _____   Major: AFNRE   ESS   SPRT

Employer Organization: _____   Phone: _____

Supervisor: _____   Title: _____   Email: _____

Address: _____
Number and Street   City   State   Zip

Dates of Internship: _____   Semester(s): FS   SS   US   Year(s): _____

Credits CSUS 493 _____# (3, 4, 5 or 6)

Student Advisor's approval signature: _____   Date: _____

Written Occupational Duties Attached   ____Yes   ____No (When will they be provided_____)

Student liability insurance is provided by MSU. Worker's Compensation Insurance WILL   WILL NOT
be provided by the Cooperating Employer.

Daily hours of work: _____ a.m. to _____ p.m.   Days per week: _____

Remuneration: Hourly wage $_____/hr. or Stipend (Salary/Lump sum) $_____ or None __

Room: Provided   Assisted   None
Board: Provided   Assisted   None

The undersigned agree to conform to this agreement and two weeks' notice must be given to all three parties before this agreement is terminated. The completed internship agreement form must be returned to the MSU internship coordinator before the internship begins.

Cooperating Employer: _____   Date: _____
Student Intern: _____   Date: _____
CSUS Major Internship Coordinator _____   Date: _____

APPENDIX B - Weekly Blog Form

Reflections for week #_____ Discuss the following:

1. Accomplishments
2. Challenges and how you handled them
3. Concerns and rhetorical questions
4. Time spent per task
5. Total hours worked this week in your internship
6. Additional thoughts and comments

Accomplishments

Challenges and how you handled them

Concerns and rhetorical questions

Time spent per task and total time spent on the internship

Total hours worked this week in your internship

Additional thought and comments

Name _____
Organization _____
Date _____

APPENDIX C - Middle and Final Semester Evaluation

CSUS 493 Professional Internship Middle and Final Evaluation *by Student*

Organization: _____Intern Duties: _____

Supervisor: _____ Supervisor Title: _____

Rate each item A-C: 5= Always; 4=Mostly; 3= Half the time; 2=Occasionally; 1= Never

A.   The Internship Organization: **Comments:**
1. Willingness to educate/train you   _____
2. Challenges you professionally   _____
3. Accepts you as part of the team   _____
4. Provides a variety of work experiences   _____
5. Meets equipment/supply needs   _____
6. How could the organization have improved your internship? _____

B.   Site Supervisor: **Comments:**
1. Meets with you regularly   _____
2. Provides constructive criticism   _____
3. Respectful of your needs   _____
4. Shows encouragement   _____
5. Assists you in meeting career/personal goals _____

C.   MSU internship Coordinator: **Comments:**
1. Effectively responds to your questions   _____
2. Links assignments to course-based knowledge _____
3. Encourages you to express interest & concerns _____
4. Links communications to your career interests _____

D.   Overall Internship Evaluation:
1. Grade your internship performance __4.0 __3.5 __3.0 __2.5 __2.0 __1.5 __1.0 __0.0
    Why? _____

2. Did your internship experience help you toward achieving your career goals? ___ Yes ___ No
3. Would you recommend this employer to future interns? ___ Yes ___ No

E.   Moving Forward
1. Based on your experiences to date in what subject(s)/area(s) do you need additional knowledge
    to achieve your career goals:
    _____

2. Student's Preparation for Career
        Did your internship provide you a positive professional reference? Yes ____ No ____
        Does your resume now include your internship experience?   Yes ____ No ____
3. What are your post Internship plans?
    _____

Achievement of University and Student Major Learning Goals

MSU has five University Learning Goals. In addition, CSUS has specific goals in each major (ESS, SPRT, AFNRE) related to sustainability and your ability to professionally work in your chosen field. Please rate how your MSU courses, other educational experiences, including your internship and interactions with faculty, staff and students have helped you accomplish these 7 goals. Check your rating for each goal and provide the one, most important suggestion to improve the achievement of each goal through CSUS courses including the internship.

Goal Analytical Thinking: You critically analyze complex material to evaluate evidence, construct reasoned arguments and communicate inferences and conclusions.
__Emerging   __Developing   __Proficient   __Exemplary
Most important improvement needed in CSUS courses: _____

Goal Cultural Understanding: You comprehend global and cultural diversity within historical, artistic and societal contexts.
__Emerging   __Developing   __Proficient   __Exemplary
Most important improvement needed in CSUS courses: _____

Goal Effective Citizenship: You participate as a member of local, national, and global communities and have the capacity to lead in an increasingly interdependent world.
__Emerging   __Developing   __Proficient   __ Exemplary
Most important improvement needed in CSUS courses: _____

Goal Effective Communication: You use a variety of media to communicate effectively with diverse audiences.
__Emerging   __Developing   __Proficient   __Exemplary
Most important improvement needed in CSUS courses: _____

Goal Integrated Reasoning: You integrate discipline-based knowledge to make informed decisions that reflect humane, social, ethical and aesthetic values.
__Emerging   __Developing   __Proficient   __Exemplary
Most important improvement needed in CSUS courses: _____

Goal Initiative and Practical Skills: You take the initiative to solve management problems using practical skills individually and in a team/group setting.
__Emerging   __Developing   __Proficient   __Exemplary
Most important improvement needed in CSUS courses: _____

Goal Sustainability: You integrate ecological, social and economic aspects of sustainability in your personal and professional life.
__Emerging   __Developing   __Proficient   __Exemplary
Most important improvement needed in CSUS courses: _____

Additional comments on CSUS courses: _____
_____
_____

CSUS 493 Professional Internship Middle and Final Evaluation *by Supervisor*

Intern's Name: _____;
Period of Employment: From_____To_____
Mid-Semester Evaluation _____ or Final Semester Evaluation _____ (Please check the appropriate time)

Please circle the number that most closely corresponds with your evaluation of the intern, according to this numeric scale:

	5=strongly agree	4=agree	3=neutral	2=disagree	1=strongly disagree

	5	4	3	2	1
Attitude Toward Work: The student's attitude is positive and enthusiastic.	5	4	3	2	1
Initiative: The intern is able to work with little direction.	5	4	3	2	1
Quality of Work: The student's work is neat and accurate.	5	4	3	2	1
Adaptability: The intern adapts quickly to new situations.	5	4	3	2	1
Dependability: The intern is reliable in following directions.	5	4	3	2	1
Cooperation: The intern is well accepted, tactful, and works well with others.	5	4	3	2	1
Public Relations The intern is able to communicate effectively with the public.	5	4	3	2	1
Accepting Criticism, Direction The intern accepts constructive criticism and uses it to make improvements.	5	4	3	2	1
Potential for working in this field This intern is well suited to this type of work.	5	4	3	2	1

Additional qualities you wish to rate:

	5	4	3	2	1
_____	5	4	3	2	1
_____	5	4	3	2	1
Overall Performance:	5	4	3	2	1

Additional Comments: Use the back of this sheet if necessary

Supervisor's Signature_____Date:_____
Phone:_____

Professional Internship in Community Sustainability
CSUS 493 Section 732 (3 to 6 Credits)
Online

INSTRUCTOR:	Dr. Michael W. Everett
	Department of Community Sustainability
	Michigan State University
	480 Wilson Road
	140 Natural Resources Building
	Telephone: 517-432-0292
	Cell Phone: 517-581-5888
	Email: everettm@msu.edu
OFFICE HOURS:	By Appointment
LOCATION:	Online
MEETING TIMES:	Online
COURSE DESCRIPTION:	Off campus supervised capstone professional experience in an organization related to student's major in the Department of Community Sustainability

OVERVIEW: The purpose of the internship is to provide the student breadth and depth in a professional work experience in their field. This experience must be a minimum of 400 work hours. Breadth includes involvement in a number of aspects of the organization rather than an exclusive focus on just one task, such as a typical seasonal job would entail. Breadth also involves using the array of knowledge gathered by one's senior status in their major (Agriculture, Food and Natural Resource Education). It reflects coursework in the core concepts and foundations and specific knowledge about operations, administration, planning and management in the public, non-profit and commercial sectors. Depth entails regular student reflection in the form of weekly blogs submitted via D2L and feedback received from the internship coordinator/instructor, as well as more in-depth modules and a special project that provides a direct benefit to the organization hiring the intern and involves the instructor in an advisory role.

One key result of the internship is that the intern will have a far greater understanding of the day-to-day responsibilities in their field. Another is that a successful internship may lead to a strong recommendation from the

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intern's organizational supervisor as well as the MSU Internship Coordinator. It may also lead to a job offer with the internship organization. In summary, the internship is more dependent than any other course in the student's degree program on the student bringing his/her knowledge, skills and abilities to bear on a daily basis in their chosen field. The professional internship is designed to be a capstone course. CSUS strongly supports and recommends CSUS students do a paid internship, rather than unpaid one, as it better values the student's knowledge, effort and commitment to the internship organization. In practical terms, it also reduces the student's financial burdens.

OBJECTIVES:

The student will:

8. Establish career and internship goals and assess the impact of the internship on those goals.
9. Understand the mission statement and organization chart of the internship organization and be able to assess the effectiveness of the organization in meeting that mission.
10. Use evaluation knowledge to effectively evaluate a program, procedure or policy of the internship organization.
11. Understand the interaction of the internship organization with the community at your work site, with a special focus on community sustainability.
12. Integrate knowledge of their field into their daily tasks and across the entire internship.
13. Use skills/knowledge in a project beyond regular internship duties to meet an unmet need in the internship organization in consultation with the internship employer and your MSU internship coordinator.
14. Reflect on the impact of the internship experience at its conclusion and how it refines your career plans.

MICHIGAN STATE UNIVERSITY LEARNING GOALS

<h1 style="text-align:center">CSUS493 – Professional Internship in Community Sustainability</h1>

Analytical Thinking: You will learn to critically analyze complex information and problems through courses and experiences at MSU and by applying what you learn both in and out of class.

Cultural Understanding: You will learn to deepen your understanding of global and cultural diversity by interacting with others in and outside our diverse campus community and reflecting on your own culture and that of others.

Effective Citizenship: You will learn to be an effective citizen by engaging in opportunities for involvement both inside and outside the classroom.

Effective Communication: Spartans communicate to diverse audiences using speech, writing, debate, art, music, and other media. You will learn how to communicate effectively through your interactions with peers, faculty, staff, and community members at MSU, your coursework, and your reflection on how you've changed as you progress toward graduation.

Integrated Reasoning: You will learn to make decisions through integrated reasoning by observing the example set by your fellow Spartans—faculty, professional staff, your peers and student leaders, and our 500,000 Spartan alumni— who are advancing knowledge and transforming lives in innumerable ways. MSU provides you with the space and support to make decisions learn from them and use them to inform your values.

<h2 style="text-align:center">DEPARTMENT OF COMMUNITY SUSTAINABILITY COMPETENCIES
CSUS493 – Professional Internship in Community Sustainability</h2>

Critical thinking: Students will interpret, analyze and evaluate information generated by observation, experience, reflection, reasoning, and communication as a guide to formulate and defend responses to complex sustainability problems.

Boundary-crossing: Students will identify their own assumptions and biases, recognize new perspectives, and demonstrate the ability to collaborate with individuals and groups whose norms, assumptions and biases are different from their own.

Civic engagement: Students will develop the knowledge, skills, values, and motivation to participate in civic life.

Leadership: Students will develop, demonstrate and evaluate leadership practices that contribute to sustainability.

Initiative and practical skills: Students will demonstrate initiative, including the ability to self-direct and solve problems individually and as participants in larger group efforts.

Ethics: Students will evaluate and analyze diverse ethical positions on practical sustainability challenges.
ASSIGNMENTS:

Career and Internship Goals Discussion

Using the D2L folder labeled "Career and Internship Goals," create a discussion post that tells the group a bit about who you are, your career goals after university, and what you are doing in your current internship.

Bi-Weekly Blog
The 1st bi-weekly blog is to notify your Internship Coordinator that you have arrived and describe your first impressions of the internship situation. A bi-weekly blog is will be uploaded to D2L each successive bi-week of the internship (7 blogs). Each bi-weekly blog should be approximately 1 page in length and address current tasks, accomplishments, observations, concerns and questions **as well as record total number of hours worked**. A template for the bi-weekly blog can be found in this document. Note that there may be a bi-weekly blog and a Module due in the same week.

Module 1: Organization (End of week 3, Saturday at midnight)
In a 1 to 2-page paper: Provide the mission statement for your organizations, describe how the mission does or does not appear to be met based on your initial impressions and provide an organization chart for your site with a duty summary by position including yours. If there is no mission statement, ask your supervisor to outline the main points of your organization and work to develop one in your paper of no more than 3 sentences. Upload your Module 1: Organization paper to the D2L location labeled "Module 1 – Organization" folder.

Module 2: Management Process (End of week 6, Saturday at midnight)
For a defined program, facility, policy or function (PFPF), in a paper of 2 to 3 pages:
1. Describe the problem/challenge/need the PFPF is designed to meet.
2. What are the desired outcomes? Are they measurable? If not, what measurable outcomes would you propose?
3. What inputs are needed to meet implement the PFPF (e.g. budget, people, equipment, scheduling, etc.)?
4. Describe implementation of the PFPF.
5. Discuss whether the desired outcome(s) have been met.
6. What feasibly could be done to improve the PFPF?
7. Upload your Module 2: Management Process paper to the D2L location labeled "Module 2 – Management Process" folder.

Mid-Semester Evaluation: Use the Mid-Semester Internship Evaluation Form for both the student and the supervisor at the halfway point of your internship (http://www.csus.msu.edu/undergraduate/internships). This will provide you with guidance for the rest of the internship and useful feedback to your internship employer and to your Internship Coordinator. Upload your Mid-Semester Evaluation to the appropriate D2L folder labeled "Mid-Semester Evaluation" location within CSUS493, Section 732.

Module 3: Community Interface (End of week 9, Saturday at midnight)
In a paper of 1-2 pages, discuss your organization's approach to sustainability and their interactions about sustainability with the community. Clearly list and discuss feasible suggestions

to improve community engagement and sustainability. Upload your Module 3: Community Interface paper to the D2L location labeled "Module 3 – Community Interface" folder.

Module 4: Goal Achievement (End of week 12, Saturday at midnight). Looking back at your internship and career goals, discuss your internship in light of those initial goals in a paper of 1-2 pages. Discuss each individual goal and how overall your approach to your career has been influenced by your internship. Upload your Module 4: Goal Achievement paper to the D2L location labeled "Module 4 – Goal Achievement" folder.

Final Semester Evaluation: Use the Final-Semester Internship Evaluation Form for both the student and the supervisor at the end of your internship on the CSUS website (Appendix C). This will provide you with guidance in your career and useful feedback to your internship employer and your MSU Internship Coordinator. Upload your Final-Semester Evaluation to the appropriate D2L folder labeled "Final-Semester Evaluation" location within CSUS493, Section 732.

Special Project: Working with your internship organization supervisor and your MSU Internship Coordinator, design a project by end of 3rd week beyond the scope of your original duties that is beneficial to the organization and uses your unique mix of knowledge and skills. Complete it by the end of your internship. Describe the project in a paper of 1-2 pages that includes defining the problem/challenge/need, the approach you have chosen to improve the situation including measurable outcomes, the implementation of the approach (tasks, budget, cooperation necessary, etc.), and suggested measures of evaluation for the results. Upload your Special Project to the appropriate D2L folder labeled "Special Project" location within CSUS493, Section 732. **(End of week 13, Saturday at midnight)**

Grading

Assignment	Points Possible
Career and Internship Goals (Discussion)	50
Bi-Weekly Reports (7 Blogs)	450
Module 1	100
Module 2	100
Module 3	100
Module 4	100
Special Project	100
Total	**1000**

Grading Scale

Points	Grade
1000-900	4.0
850-899	3.5
800-849	3.0

750-799	2.5
700-749	2.0
650-699	1.5
600-649	1.0
Less than 600	0.0

ACADEMIC MISCONDUCT:

Article 2.III.B.2 of the Academic Freedom Report states: "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the Department of Sustainability adheres to the policies on academic honesty specified in General Student Regulation 1.0, *Protection of Scholarship and Grades*; the all-University Policy on *Integrity of Scholarship and Grades*; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: www.msu.edu.)

Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in this course. Students who violate MSU regulations on Protection of Scholarship and Grades will receive a failing grade in the course or on the assignment.

Faculty are required to report all instances in which a penalty grade is given for academic dishonesty. Students reported for academic dishonesty are required to take an online course about the integrity of scholarship and grades. A hold will be placed on the student's account until such time as the student completes the course. This course is overseen by the Associate Provost for Undergraduate Education.

(See also https://www.msu.edu/~ombud/academic-integrity/index.html). **There will be no warnings – the maximum sanction allowed under University policy will occur on the first offense**.

ACCOMODATIONS:

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("RISA") form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

BEREAVEMENT:

Michigan State University
Agriculture, Food, & Natural Resources Education
Major Internship Handbook
(CSUS493, Section 732)

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Michigan State University is committed to ensuring that the bereavement process of a student who loses a family member during a semester does not put the student at an academic disadvantage in their classes. If you require a grief absence, you should complete the "Grief Absence Request" web form no later than one week after knowledge of the circumstance. I will work with you to make appropriate accommodations so that you are not penalized due to a verified grief absence.

DROPS AND ADDS:

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is _____ The last day to drop this course with no refund and no grade reported is _____. You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

COMMERCIALIZED LECTURE NOTES:

Commercialization of lecture notes and university-provided course materials is not permitted in this course.

DISRUPTIVE BEHAVIOR:

Article 2.III.B.4 of the Academic Freedom Report (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.III.B.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." General Student Regulation 5.02 states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

E-LEARNING POLICIES:

Information technologies such as D2L and email are widely used in this class. As a result there are some additional policies that need to be understood.

- Students should visit the course's D2L site on a regular basis.
- Students should check their email frequently (all class email is sent to the student's official MSU email account).
- All assignments submitted electronically, either on disk or via email, should be free of any viruses and/or worms. Any infected file or disk that is submitted will receive a zero (0) for that assignment.

- This course recognizes the students' right to privacy and adheres to the Family Educational Rights and Privacy Act (FERPA).
- Students need to review the university policy "Acceptable Use of Computing Systems, Software, and the University Digital Network" at http://lct.msu.edu/guidelines-policies/aup/.
- Excessive emails make an unreasonable time demands on both sender and recipient. Please ensure you have a legitimate need before you write.
- Dr. Everett will answer email about:
  - Questions arising from difficulty in understanding course content.
  - Requests for feedback about graded assignments.
  - Private issues appropriate for discussion within the teacher-student relationship.
- Dr. Everett will NOT answer email which:
  - Poses questions answered in the course information sections of the course D2L site
  - Poses questions answered in the course syllabus.
  - Lacks a subject line clearly stating the purpose of the email and the course number (CSUS493).
  - Raises an inappropriate subject.
- Dr. Everett will answer email received on a given day no later than close of work on the next workday.
- The Web site tech.msu.edu provides a number of information technology resources for students.
- You are responsible for the operation of any personally owned computers you use on or off campus. A malfunctioning computer system is NOT a valid excuse for submitting late work.
- Students are expected to have a high degree of self-motivation and self-direction in this class and develop the needed technology skills to excel in this class and in life.
- CSUS493 - Turnitin Policy
- Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool.
- Students should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g., name or student number). The system will automatically show this information to faculty in your course when viewing the submission, however Turnitin will not retain the information.