## General Information

**Course Bulletin Listing/Subject Area**: Human Ecology  
**Fiscal Unit/Academic Org**: Educ and Human Ecology - D1200  
**College/Academic Group**: Education & Human Ecology  
**Level/Career**: Undergraduate  
**Course Number/Catalog**: 3191  
**Course Title**: Internships in Education and Human Ecology  
**Transcript Abbreviation**: EHE Internship  
**Course Description**: Fourteen week practical experience or equivalent in an approved organization related to student’s major interest. This general internship option is for experiences that do not fit program specific EHE Internships.  
**Semester Credit Hours/Units**: Variable: Min 0 Max 1  

## Offering Information

**Length Of Course**: 14 Week, 12 Week (May + Summer)  
**Flexibly Scheduled Course**: Never  
**Does any section of this course have a distance education component?**: Yes  
**Is any section of the course offered 100% at a distance**:  
**Grading Basis**: Satisfactory/Unsatisfactory  
**Repeatable**: Yes  
**Allow Multiple Enrollments in Term**: No  
**Max Credit Hours/Units Allowed**: 3  
**Max Completions Allowed**: 3  
**Course Components**: Field Experience  
**Grade Roster Component**: Field Experience  
**Credit Available by Exam**: No  
**Admission Condition Course**: No  
**Off Campus**: Never  
**Campus of Offering**: Columbus  

## Prerequisites and Exclusions

**Prerequisites/Corequisites**: Major in Education and Human Ecology  
Minimum cumulative GPA 2.00  
Written permission of the Instructor  
**Exclusions**: Not open to students with credit for Con Sci 3191 abd 4191; HDFS 2189; HN 4189; EDU PAES 2189.01, 4189.05, 4191.21, 5191.23, 4191.4;  

## Cross-Listings

**Cross-Listings**  

## Subject/CIP Code

**Subject/CIP Code**: 13.9999  
**Subsidy Level**: Baccalaureate Course  
**Intended Rank**: Sophomore, Junior, Senior
Quarters to Semesters

Quarters to Semesters
New course

Give a rationale statement explaining the purpose of the new course
The internship course is for students in Education and Human Ecology who do not have an internship course in their major but would benefit from the course credit. Elective only

Sought concurrence from the following Fiscal Units or College

Requirement/Elective Designation
The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes
• Obtain practical experience in the field of study
• Understand industry norms and ethics
• Acquire marketable skills and make valuable industry contacts
• Represent himself/herself and the University appropriately

Content Topic List
• Research report on industry and organization
• Summary of informational interview with professional
• Student Reflection Paper
• Summary of experience
• Site supervisor evaluation and log of hours

Attachments
• EHE INTERNSHIP COURSE.docx: Syllabus
  (Syllabus. Owner: Dugan,Nancy)

Comments

Workflow Information

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<th>User(s)</th>
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HEC 3191: Internship – 0-1 semester hour

Course Description: Fourteen week practical experience or equivalent in an approved organization related to student's major interest. This general internship option is for experiences that do not fit program specific EHE Internships. The course includes assignments throughout the semester document the experience. All course information will be online through CARMEN.

Credits will be available based upon the following criteria: 0 or 1 semester hours for a minimum required 150 hours for the semester; Course offered Autumn, Spring and Summer Semesters

Prerequisite(s):
- Major in Education and Human Ecology
- Minimum cumulative GPA 2.00
- Written permission of the Instructor

Course Objectives:
Following successful completion of this course, the student should be able to:
- Obtain practical experience in the field of study
- Understand industry norms and ethics
- Acquire marketable skills and make valuable industry contacts
- Represent himself/herself and the University appropriately

Responsibility of Career Services Professional:
- Review student arranged internships for program eligibility
- Provide students with industry contacts and employers currently seeking interns
- Assist students in creating a resume and cover letter
- Advise students in the internship search and interview process
- Monitor internship activities through coursework

Responsibility of Employer/Site supervisor:
- Interview and hire interns
- Supervise the work experience
- Ensure a quality learning experience in which interns are exposed to a variety of projects, tasks, and operations that will facilitate the application of concepts learned in coursework
- Submit a evaluation of the student’s work to the EHE Internship Coordinator

Text: All course information will be on CARMEN at http://carmen.osu.edu

Course Requirements and Grading
Assignments will be graded on a point basis. Students must complete 100 out of 125 points to receive a “satisfactory” grade for the course. All assignments must be turned in by the deadline stated. No late assignments will be accepted unless under extreme circumstances.
Course Requirements

- Research report on industry and organization  
  25 points
- Summary of informational interview with professional  
  25 points
- Student Reflection Paper- Topic tba  
  25 points
- Summary of experience  
  25 points
- Site supervisor evaluation and log of hours  
  25 points
- TOTAL  
  125 points

Expectations for Student Conduct and Participation

Since this is a web-based course/internship, students are expected to complete the required number of hours of work for their credit hours assigned and turn in all assignments in a timely manner through the CARMEN DROP BOX feature. All assignments are necessary to document and receive a “Satisfactory” grade for the internship.

Academic Misconduct

The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If the instructor suspects that a student has committed academic misconduct in this course, the instructor is obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that a student has violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/info_for_students/csc.asp).

Course accommodations

Any student who feels s/he may need an accommodation based on the impact of a disability should contact one of the instructors privately to discuss specific needs. The Office of Disability Services is relied upon for assistance in verifying the need for accommodations and developing accommodation strategies. Please contact the Office for Disability Services at 614-292-3307 (V) or 614-292-0901 (TDD) in room 150 Pomerene Hall to coordinate reasonable accommodations; http://www.ods.ohio-state.edu/.

Grievances and Solving Problems

According to University Policies, available from the Division of Student Affairs, if a student has a problem with this class, “You should seek to resolve a grievance concerning a grade or academic practice by speaking first with the instructor or professor. then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant’s department.”

Statement on Diversity

The Department of Consumer Sciences affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.
Assignments
Assignments may be turned in BEFORE the due date. For each assignment, the following criteria must be met to receive an “S”:

- All parts must be complete
- The assignments must be turned in prior to the deadline
- No spelling or typographical errors (Please proof read your work!)
- Assignments must be presented in a professional manner
- Assignments should be turned in through CARMEN DROP-BOX option or you may also turn in assignments to instructor’s mail box in 265L Campbell Hall
- To pass the course, you must complete 100 out of 125 points

All questions or comments throughout the term can be submitted through CARMEN or email (with the subject heading 3191/Name). Please check your email often. Any information concerning the class will be sent to you via your OSU email account.

DUE DATE                Internship Assignments

Week 2                  Research Report

Provide a research report on the industry and company in which you are working as an intern (3-5 pages plus cite all references used in this paper) including but not limited to:
- A summary of the company’s primary business/services/products and description of the industry
- Identification of the major competitors, and compare and contrast the similarities and differences
- A summary of your responsibilities and goals for the internship

Week 5                  Informational Interview

Complete an information interview with your supervisor. Ask questions that really interest you. This is a networking assignment. The following are possible questions you might want to ask:
- How long have you been with this company?
- What type of education/training have you had?
- What are the best/worst aspects of your job?
- How did you reach your present position?
- Describe your position?
- What is next in your career path?
- What advice would you share with me as I enter the job market?

Week 10                 Reflective paper: topic tba

Option #1: Transferable skills
In the years ahead it may not be the academic major you studied that secures you a job (and allows you to keep it); it will most likely be the transferable skills you possess. Write a 3-5 page, double spaced paper. Include a definition of transferable skills, what your transferable skills are and how your transferable skills obtained through this internship will help you in the future.

General Transferrable skills
  o Analytical skills
  o Teamwork skills
  o Problem solving skills

Industry specific skills
  o Increased knowledge of industry/products
- Develop career awareness of opportunities and career paths

**Option #2: Work Experience projects**

Choose 3 work experiences/projects you have been involved in during your internship.
- Write a paper describing your responsibilities and a description of the projects (at least 3-5 pages)
- Also include additional documentation, such as, photos, graphs, surveys, promotional materials and samples of correspondence or paper work. **REMEMBER TO ASK YOUR SUPERVISOR IF YOU CAN USE THE ADDITIONAL DOCUMENTATION FOR YOUR ASSIGNMENT.**

**Week 14**

**Summary Paper and Evaluation Letter**

A. **Summary paper**: Your summary paper should include the answers to the following questions as well as any additional information you feel should be included.

1. What have you learned about your career aspirations? Have they changed with this experience? What kind of experience do you need to get you to that position?

2. What experiences were most beneficial to your from this experience? Was it what you expected or were you surprised by what was involved (or not)?

3. What are the strengths and weaknesses of this company? Is this a company you would consider working for long term? What suggestions for improvement do you have for this company?

4. Site correlations between what you have learned in class and what you have experienced during this internship?

5. What areas of the experience do you feel you need additional development or training in? What areas do you feel you performed strongly in? Site your top achievements and/or contributions to the company.

6. Did you meet your stated goals and objectives every week? Why or why not? What would you have done differently? Did you encounter roadblocks? Did you need to re-evaluate or re-state your goals?

7. Describe the interaction with your direct supervisor. Did you work more as a team or partnership, or as a subordinate/supervisor relationship? Did they provide you with the tools to meet your goals & objectives?

8. What did you find was the most challenging part of this internship?

9. Evaluate the product/service you worked with during the internship. What was your opinion of the quality of the product/service?

10. Describe one scenario or situation you experienced during this internship that you will definitely remember or that made a very strong impression on you (good or bad).

B. **Evaluation letter**: Please have your supervisor write an evaluation/recommendation letter on company letterhead

- Discussing your work ethic, job performance, development during the internships as well as the total number of hours completed for your internship experience.

- Please have it addressed to Nancy Dugan, EHE Career Services, 172 Arps Hall, 1945 North High Street, Columbus OH 43210 or dugan.2@osu.edu