Term Information

Effective Term

Spring 2016

General Information

Course Bulletin Listing/Subject Area
Consumer Sci: Con&Fam Fin Serv

Fiscal Unit/Academic Org
Department of Human Sciences - D1251

College/Academic Group
Education & Human Ecology

Level/Career
Undergraduate

Course Number/Catalog
3191

Course Title
Internship

Transcript Abbreviation
Internship

Course Description
Supervised practical experience at a department approved internship site related to the student's selected major. Includes an investigation and analysis of assigned problems and documentation of experience.

Semester Credit Hours/Units
Fixed: 3

Offering Information

Length Of Course
14 Week, 7 Week, 4 Week (May Session), 12 Week (May + Summer)

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
No

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
Prereq: 2990 (595), 2.0 CPHR or above, and Jr standing; and CS CFFS major. This course is graded S/U.

Exclusions
Not open to students with credit for 589.02.

Cross- Listings

Cross- Listings

Subject/CIP Code

Subject/CIP Code
19.0401

Subsidy Level
Baccalaureate Course

Intended Rank
Junior, Senior
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**

- Gain a realistic industry view as a possible career choice through actual work experience
- Become aware of the importance of human relations as they apply to customers, co-workers, and supervisors
- Develop through personal experience and interaction an understanding of characteristics, needs and wants of the customers
- Develop a sense of priorities in the accomplishment of assigned responsibilities
- Assess his/her strengths and weaknesses and evaluate the performance related to contracted duties and responsibilities
- Represent himself/herself, the department, college and university appropriately
- Acquire marketable skills and make industry contacts

**Content Topic List**

- Networking skills
- Customer service skills
- Supervisory skills
- Sales skills
- Communication skills
- Professionalism in the work place

Attachments

- Syllabus_CS3191_Sp2015.docx
  (Syllabus. Owner: Sharp, Deborah Marie)

Comments

- NOTE #1: A separate request will be made to create a new course CS FRS 3191. A separate request will be made to create a new course CS HM 3191. In one year, a separate request will be made to withdraw CS 3191, all sections. Waiting one year is prudent for any students still on the quarters-to-semesters transitional plan.

Note #2: Program Sheet - Currently CFFS students have the choice to take CS 3191. Moving forward, CFFS Students will have the choice to take CS CFFS 3191. (by Sharp, Deborah Marie on 02/11/2015 09:44 AM)

Workflow Information

<table>
<thead>
<tr>
<th>Status</th>
<th>User(s)</th>
<th>Date/Time</th>
<th>Step</th>
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<td>Sharp, Deborah Marie</td>
<td>02/16/2015 09:04 PM</td>
<td>Submitted for Approval</td>
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<tr>
<td>Approved</td>
<td>Folden Jr, H Eugene</td>
<td>02/18/2015 09:09 AM</td>
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<td>Odum, Sarah A.</td>
<td>02/18/2015 09:09 AM</td>
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<td>Zircher, Andrew Paul</td>
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<td>Achterberg, Cheryl L.</td>
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</table>
Instructor: Deborah Sharp  
265G Campbell Hall  
Email: sharp.230@osu.edu

Course Description
Supervised practical experience at a department approved internship site related to the student's selected major. Includes an investigation and analysis of assigned problems and documentation of experience.

Credits will be available based upon the following criteria:
- 3 credits = at least 180 hours at internship site

Prerequisite(s)
- Rank 3
- CS 2990 (CS 595)
- Major in Consumer Sciences
- Permission of instructor with employer documentation – Student Learning Agreement
- Must work internship the same semester enrolled in CS 3191

Course Objectives
1. Gain a realistic industry view as a possible career choice through actual work experience.
2. Become aware of the importance of human relations as they apply to customers, co-workers, and supervisors.
3. Develop through personal experience and interaction an understanding of characteristics, needs and wants of the customers.
4. Develop a sense of priorities in the accomplishment of assigned responsibilities.
5. Assess his/her strengths and weaknesses and evaluate the performance related to contracted duties and responsibilities.
6. Represent himself/herself, the department, college and university appropriately.
7. Acquire marketable skills and make industry contacts.

Responsibility of Instructor:
1. Provide students with industry contacts and employers currently seeking interns.
2. Assist students in creating a resume and cover letter.
3. Advise students in the internship search and interview process.
4. Monitor internship activities through coursework and site visits to ensure that the internship experience is beneficial for all parties involved.

Responsibility of Employer:
1. Interview and hire interns.
2. Determine employment conditions.
3. Supervise the work experience.
4. 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.
5. Notify the Instructor immediately of any problems or concerns regarding interns.

Assignments
1) Description of Internship 25 points
2) Interview with Supervisor 25 points
3) Work Experience 25 points
4) Networking Interview 25 points
5) Resume 25 points
6) Professional Website 50 points
7) Summary 25 points
8) Time Sheet & Employer Evaluation* 100 points

300 points total

*Time sheet and employer evaluation must be submitted with supervisor signature in order to pass this class.

Course Requirements and Grading
Assignments will be graded on a point basis. Students must complete 240 out of 300 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.

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 DROPBOX feature.

Completing Assignments
Assignments may be turned in BEFORE the due date. In order to receive “S” grade on each assignment, the following criteria must be met:
- All parts must be complete.
- The assignments must be turned in prior to the deadline.
- No spelling or typographical errors. Please proofread your work!
- Assignments must be presented in a professional manner.
- Assignments must be submitted via CARMEN DROPBOX.
- All internship forms are found on CARMEN (www.carmen.osu.edu).
- To pass the course you must complete 240 out of the 300 points.

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

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 I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have 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 you have 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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Assignments: Submit to Carmen</th>
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| **Week 1**  
Jan. 12 - 16 | **Read through syllabus. Review Content section on Carmen.** Print/download time sheet from Content section on Carmen and keep updated throughout semester. Students may begin logging hours as early as Monday, January 12, 2015. |
| **Week 2**  
Jan. 19 - 23 | **Assignment #1: Description of Internship**  
**Post a discussion.** Click on the Discussions tab on Carmen and post your answers under the Assignment #1 topic. Include the following information:  
1) The name of the company and your job title  
2) How you found your job/internship (specific website, flyer, email, referral, etc.)  
3) Goals from your learning agreement (goals do not need to be word-for-word)  
4) Attire you are expected to wear to work (ex. suit and tie, uniform, khakis, etc.)  
5) Values the company holds  
6) Discussion of opportunities for advancement  
7) Personal goals for making this a successful internship |
| **Week 3**  
Jan. 26 - 30 | Begin working on upcoming assignments. **Suggestion: Arrange a time to interview your supervisor. Begin your professional website.** |
| **Week 4**  
Feb. 2 - 6 | **Assignment #2: Interview with Supervisor**  
Complete an information interview with your supervisor. This is a networking assignment. **Write a 1-2 page summary (roughly 300-700 words) from the interview.** The summary should include your reaction/thoughts to your supervisor’s answers.  
1) How long have you been with this company?  
2) What type of education/training have you had?  
3) How did you reach your present position?  
4) Describe your position?  
5) What time do you typically begin and end work each day?  
6) What is next in your career path?  
7) How long have you been supervising employees or interns?  
8) What are some issues you have had with employees or interns in the past?  
9) Ask at least one more question that really interests you. |
| **Week 5**  
Feb. 9 - 13 | Begin working on upcoming assignments. |
| **Week 6**  
Feb. 16 - 20 | **Assignment #3: Work Experience**  
Choose one of the work experiences you have been involved in during your internship. **Write a 1-2 page paper (roughly 300-700 words) describing your responsibilities and a description of the project. Include at least one photograph of yourself at work.** This photograph can also be used later for your professional website or LinkedIn, so consider looking extra polished! Taking a photograph in front of the company logo often makes for a nice background. Also include additional documentation, such as photos, graphs, surveys, and promotional materials, samples of correspondence or paperwork. REMEMBER TO ASK YOUR SUPERVISOR IF YOU CAN USE THE ADDITIONAL DOCUMENTATION FOR YOUR ASSIGNMENT. |
| **Week 7**  
Feb. 23 - 27 | Begin working on upcoming assignments. **Suggestions: Arrange a time to interview another professional at your internship site (Assignment 4). Begin/continue to edit your professional website.** |
| **Week 8**  
Mar. 2 - 6 | **Assignment #4: Networking Interview**  
Complete an information interview with an experienced professional at your internship site. This is an opportunity to network with someone other than your supervisor (ex. another financial planner, another supervisor, a district manager, etc.). **Write a 1-2 page summary (roughly 300-700 words) from the interview.** The summary should include your reaction/thoughts.  
1) What are the best aspects of your job?  
2) What has surprised you the most while working in this industry?  
3) What is an obstacle you faced early in your career and how did you overcome it?  
4) What does it take to “make it” in this industry?  
5) What could I work on in order to become worthy of a promotion? |
<table>
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<tr>
<th>Week 9</th>
<th>Mar. 9 - 13</th>
<th>Begin working on upcoming assignments. Suggestions: Update your resume. Continue to edit your professional website.</th>
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<tr>
<td>Week 10</td>
<td>Mar. 16 - 20</td>
<td>Happy Spring Break!</td>
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| Week 11 | Mar. 23 - 27 | **Assignment #5: Resume**  
Write a 1 page updated resume (sample resumes: [http://ehe.osu.edu/career-services/resources/job-search-documents/](http://ehe.osu.edu/career-services/resources/job-search-documents/)). Be sure to include your current internship. NOTE: Most of you are earning a Bachelor of Science in Human Ecology with a major in Consumer & Family Financial Services. You may also choose to list your specialization such as Certified Financial Planner Track. |
| Week 12 | Mar. 30 - Apr. 3 | Begin working on upcoming assignments. |
| Week 13 | Apr. 6 - 10 | **Assignment #6: Professional Website**  
Create a professional website for yourself. The website requirements are available under the Content section on Carmen. Some free websites include but are not limited to: [www.wix.com](http://www.wix.com) (#1 recommendation), [https://sites.google.com](http://https://sites.google.com), [http://prezi.com](http://http://prezi.com), [http://www.webs.com](http://http://www.webs.com), [http://www.ucoz.com](http://http://www.ucoz.com)  
Student examples (shared with student’s permission):  
1) [http://kelseymariering.wix.com/kelseymring](http://kelseymariering.wix.com/kelseymring)  
2) [http://scootmallard.wix.com/scott-l-millard](http://scootmallard.wix.com/scott-l-millard) |
| Week 14 | Apr. 13 - 17 | Begin working on upcoming assignments. Continue to update your time sheet. |
| Week 15 | Apr. 20 - 24 | **Assignment #7: Summary**  
Your summary paper should include the answers to the following questions as well as any additional information you feel should be included. **Recommended length is 2-3 pages (roughly 700 - 1100 words).**  
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/situation you experienced during this internship that you will definitely remember or that made a very strong impression on you (good or bad).  
Note: If you have not already done so, please update your time sheet. Give your supervisor the employer evaluation form and completed time sheet. Both forms are available on Content section of Carmen and due next week. |
<table>
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<th>Week 16</th>
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<tbody>
<tr>
<td>Apr. 27 - May 1</td>
<td>Assignment #8: Time Sheet &amp; Employer Evaluation</td>
<td>See Content section on Carmen to download forms. The signed documents will need to be scanned and submitted to the Carmen dropbox. <strong>Only assignments submitted via Carmen will be accepted.</strong></td>
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****To pass the class with a Satisfactory, you must receive a minimum of 240 out of 300 points