Term Information

Effective Term
Spring 2016

General Information

Course Bulletin Listing/Subject Area
Consumer Sci: Fashion & Retail

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

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
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 FRST 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
19.0901

Subsidy Level
Baccalaureate Course

Intended Rank
Junior, Senior
Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

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

• CS FRS Spring 2015 Syllabus 3191.docx: FRS 3191 syllabus
  (Syllabus. Owner: Rudd,Nancy Ann)

Comments

Workflow Information

<table>
<thead>
<tr>
<th>Status</th>
<th>User(s)</th>
<th>Date/Time</th>
<th>Step</th>
</tr>
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<tr>
<td>Submitted</td>
<td>Rudd,Nancy Ann</td>
<td>02/18/2015 11:11 AM</td>
<td>Submitted for Approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Folden Jr,H Eugene</td>
<td>02/18/2015 12:53 PM</td>
<td>Unit Approval</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Odum,Sarah A. Zircher,Andrew Paul Warnick,Bryan R. Achterberg,Cory R.</td>
<td>02/18/2015 12:53 PM</td>
<td>College Approval</td>
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Con Sci 3191  
Spring 2015  
Web-based class: www.carmen.osu.edu

Instructor: Joyce Brooks  
262 G Campbell Hall  
Email: brooks.691@osu.edu

Office Hours: By Appointment

Course Description
One semester supervised experience at an approved intern site related to the student’s major which provides students with experiences that better enable them to secure a permanent position within their profession. Through the realistic experience in the work environment, students can develop professional goals in relation to their capabilities and the market demands for college graduate entry-level positions

- 3 cr = at least 180 hrs. at internship site

Prerequisite(s)
- Rank 3
- CS 2990 (CS 589)
- 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
Following successful completion of this course, the student should be able to:
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

Required Course Materials
All documents found in Carmen: No Textbook required.

Rules/Policies
- Assignments are to be submitted via Carmen only.
- Documents requiring signatures must have actual signatures (not electronic signatures) to receive credit. Documents might be verified by on site supervisor.
- Assignments are to be submitted on time and no late assignments will be accepted
- Final time logs and final evaluations will not be accepted late and both are needed to pass the class. It is the students’ responsibility to ensure both documents are submitted and are legible.

Course Requirements and Grading
Assignments will be graded on a point basis. Students must complete 230 out of 300 points to receive a “satisfactory” grade for the course. It is required to complete the minimum hours required and receive a “Satisfactory” rating on the employer evaluation to prove a successful internship. All assignments must be turned in by the deadline stated. No late assignments will be accepted unless under extreme circumstances. *Time sheet and employer evaluation must be submitted with supervisor signatures in order to pass this class. All students are required to complete their minimum hours necessary for their internship (please see above) with a rating of “satisfactory” by their employers in order to pass the class as well as a overall rating of 3 or above.
Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Discussion board posts</td>
<td>100 (25 each)</td>
</tr>
<tr>
<td>Personal website</td>
<td>125</td>
</tr>
<tr>
<td>Final Evaluation and log (hours per week for semester)</td>
<td>75</td>
</tr>
</tbody>
</table>

Must be submitted & rated Acceptable or higher to pass this course.

Total Points 300 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 DROPBOX feature. All assignments are necessary to document and receive a “Satisfactory” grade for the internship.

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 230 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. Any announcements, tips, assignment reminders/clarification, will be posted on Carmen. Therefore, it is recommended to check the Announcements in Carmen at least 1-2 times per week.

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.oshio-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.

Assignments
Since a large portion of the point value comes from the website, I have added what you will need to work on each week to stay on track for a steady workload throughout the semester. If you try to complete all of the work in your portfolio at the end of the semester you will not accomplish it due to the nature of the assignment. Please do not procrastinate and work on your website content during the class.

Deadlines and suggested progress timeline (items in red indicate assignments that must be submitted.

Frequently asked questions

Q: What if I do not obtain an internship and/or cannot make the required hours?
A: It is a course requirement to obtain an internship and work the designated hours required (varies depending on the credit hours) during the internship to pass the class. If you cannot accomplish this please notify the instructor as soon as you believe it could be a problem – do not wait!

Q: What if I don't like my internship and/or do not get along with my supervisor?
A: Some of the best lessons come from adversities and non-idealistic situations. Unless you are in a situation that is harmful to your health you will need to work through challenges with your supervisor and/or manager. I am also available by email or appointment to give advice. If you are in a harmful environment please contact me immediately via email so we can make an appointment.

Q: I would like to leave early for break. Can I submit my assignments early?
A: Yes, as long as the hour requirement is completed you are welcome to submit all assignments early including the website. Be sure all assignments are fully completed and submitted. Final grades will not be posted until the week of finals. If you wish to submit regular assignments early you may do so at any time. Please ensure your employer is aware and supportive well in advance.

Q: What is the policy regarding late assignments?
A: Late assignments are not accepted. You may complete any assignments early.

Q: I see my graduation in the future and have no idea what I want to do after graduation?
A: I am available by appointment – please contact me and we will set up a time to speak! One of the wonderful things about the hospitality industry is the vast variety. I’m happy to share with you all the various aspects and make suggestions based on your interests and strengths.

Q: When will grades be posted?
A: Grades for each assignment will be posted within 1 week of the due date.

Q: What does it mean if I do not see a grade posted?
A: If you do not see a grade posted and it has been 1 week after the due date please contact me to ensure there are no computer glitches or another error in retrieving your assignment.

Q: How do grades work?

A: The following criteria is used when assigning point value: Timeliness, professionalism, content/quality of work, as well as if it meets all the requested information. Please note that Final Evaluations will only receive credit if their rating was “Acceptable” or Higher.

Q: How do I submit an assignment electronically through Carmen?

A: Assignments can be scanned and downloaded or they can be downloaded using PowerPoint, PDF, Word or Excel. Please note: All time logs and final evaluations must have actual signature, “electronic signatures” will not be accepted.

Q: Why can’t I email my assignments or drop them off in Campbell Hall?

A: Many companies have a similar set up for their managers to submit reports as well as data to their corporate office. Not only is it more efficient and easier to track but also it also better prepares you for the work place. Since this is an online course it is also very relevant to the methodology of the class itself.

Assignment Schedule

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Assignments: Submit to Carmen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday January 23</td>
<td>Read through syllabus. Print/download time sheet (see “Content” section on Carmen) and keep updated throughout semester. <strong>Discussion Post # 1</strong></td>
</tr>
<tr>
<td>Friday February 13</td>
<td>Discussion Post #2</td>
</tr>
<tr>
<td>Friday February 27</td>
<td>Discussion Post # 3</td>
</tr>
<tr>
<td>Friday March 6</td>
<td>Discussion Post # 4</td>
</tr>
<tr>
<td>Friday April 3</td>
<td>Website due-Copy and paste your website address on a word document and put it in the drop box.</td>
</tr>
<tr>
<td>Friday April 24</td>
<td>Time Log and Final Evaluation due in Carmen Please ensure final evaluations and logs are physically signed by your supervisor and yourself to receive credit. All students are required to complete their minimum hours necessary for their internship(please see above) with a rating of “satisfactory” by their employers in order to pass the class as well as a overall rating of 3 or above.</td>
</tr>
</tbody>
</table>

*****To pass the class with a Satisfactory, you must receive a minimum of 230 out of 300 points

Discussion Criteria and Details

**Discussion Post # 1** Post a discussion. Click on the “Discussions” tab on Carmen and post your answers under the “Assignment #1” topic. Include the following information:

- The name of the company and your job title
- How you found your job/internship (specific website, flyer, email, referral, etc.)
- Goals from your learning agreement (goals do not need to be word-for-word)
- Attire you are expected to wear to work (ex. suit and tie, uniform, khakis, etc.)
- Values the company holds
- Discussion of opportunities for advancement
- Other information important for success as an intern or possibly being hired after you graduate

**Discussion Post # 2 Work Experience/Project example**

Choose one of the work experiences you have been involved in during your internship and include the following information.

- Description of your project
- What the objective of the project was
- What is the desired outcome
- How and who will evaluate the success of the project
- How did you and your employer come up with and agree on the project

**REMEMBER TO ASK YOUR SUPERVISOR IF YOU CAN USE THE ADDITIONAL DOCUMENTATION FOR YOUR ASSIGNMENT.**

**Discussion Post #3 Networking**

There are two parts to this networking assignment:

1. Create a LinkedIn account (if you do not already have one)
2. Attend a networking event (speed interviewing, career fairs, etc.). The objective of this assignment is to make new contact using both social media and in person interaction. Please see below for specific requirements on each.

LinkedIn-Create a LinkedIn account (if you do not already have an account)

- Make your profile professional. This is strictly a professional network—it is not like Facebook or Twitter. Manage your account as you would if you were in person with other professionals.
- Invite 5 industry professionals (i.e. current supervisor, past, etc.). You are welcome to invite me as one
- There are five profile strength ratings on LinkedIn and you should have at least advanced.
  - BEGINNER
  - INTERMEDIATE
  - ADVANCED
  - EXPERT
  - ALL-STAR

Once you have set up your account please go to this link [http://www.linkedin.com/groups?gid=2319772](http://www.linkedin.com/groups?gid=2319772) and join the ehe alumni group on linkedin. This is a private group on linkedin.com and you will need to click join to request membership. Your request will be reviewed by the group manager. The goal is to provide a pathway for EHE alumni to connect with the former classmates, staff, and faculty they met while students at OSU.

- There is a great article that highlights etiquette of LinkedIn accounts. Please review: [http://www.inc.lcom/guides/2010/08/how-to-network-effectively.html](http://www.inc.lcom/guides/2010/08/how-to-network-effectively.html)
- In your discussion please post your account name listed as well as your contacts invited.

Networking Event-Attend a networking event and make 2 new contacts to write about on the discussion board. Please ensure your post highlights key details of your interaction (does not need to list every detail). Since impressions are everything please plan in advance to ask smart and applicable questions. Some questions you might want to ask (depending on the event):

- How long have you been with this company?
- What type of education/training have you had?
- What does your company look for in a candidate starting their career with your company?
- What are the best/worst aspects of your job?
- How many hours do you typically work a week?
- What advice would you share with me in how to balance work and personal life?
- 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? Is there anything you know now that you wish you knew when you started your career?
- How can I find out about opportunities in your company?
Discussion Post # 4 - Internship

- 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?
- What did you enjoy the most about your internship? How were you treated as an intern?
- 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)?
- 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?
- Site correlations between what you have learned in class and what you have experienced during this internship?
- 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.
- 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?
- 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?
- What did you find was the most challenging part of this internship?
- Evaluate the product/service you worked with during the internship. What was your opinion of the quality of the product/service?
- Did you meet your stated goals and objectives every week? Why or why not? What would you have done differently?
- What would you recommend this internship position to future students (why or why not)?

Website Criteria and Details - Copy and paste your website address on a word document and put it in the drop box.

1. Main Menu (each of the items listed below should have their own page/tab so a total of 7 pages) 10 points
2. Biography with information about yourself to include:
   a) Photo and a brief description of yourself (i.e. - status at Ohio State, any relevant activities/associations, etc.). This should be a professional photo with a neutral background. 5 points
   b) Brief description of work history 5 points
   c) Areas of professional interest and why you are interested (i.e. – I have a passion for Fashion and I hope to continue focusing on high quality results). If you are undecided, you can state areas of interest (not just one). You may have a passion for merchandizing but be open to store management as well. 5 points
   d) Short term career goals (use SMART goal format: Specific, Measurable, Achievable, Realistic, Timely) 5 points
   e) Long term career goals (use SMART goal format) 5 points
   f) Strengths and how you plan to use them (be specific) 5 points
   g) Weaknesses and how you plan to develop those skills (be specific) 5 points
3. Current Resume 20 points
4. List of successfully completed classes in your major and a brief description of each. 10 points
5. Recommendation Letter (from current and/or previous employers) 15 points
6. Project Summary and outcome. This is the work experience/project used to show case your internship and what you have learned. 25 points
   Project description: Description of project, history, any challenges, any learning’s etc.
   Project goals and desired outcome
   Project outcome: what were the findings as well as end solution? Please attach any helpful documentation to show your project (i.e. – graphs, surveys, promotional material, etc.) Be sure to ask your supervisor for permission to use the additional documentation for your assignment.

7. Community services, volunteer activities or other extra activities that you wish to discuss (optional but recommended if you have applicable items). The objective is to display some of the following skills: leadership, collaboration, teamwork, imitative and quest for knowledge. Please keep in mind that employers will only spend seconds reviewing your websites, Make it impactful, concise and aesthetically pleasing. 10 points

Time Log & Evaluations - All students are required to complete their minimum hours necessary for their internship (please see above) with a rating of “satisfactory” by their employers in order to pass the class as
well as a overall rating of 3 or above.

- Time Log-can be found under content. It must be physically signed and dated by both student and employer (electronic signatures are not acceptable). You will need to scan this document and upload it into Carmen. 25 points
- Final evaluation-Can be found under content. It must be signed and dated by both student and employer (electronic signatures are not acceptable). You will need to scan this document and upload it to Carmen. 25 Points
- Class Evaluation-please post three items you enjoyed about the class and any suggestions: this should be posted when submitting your time log and final evaluation in Carmen. There is not a form, please just type it in Carmen when you submit your time log and final evaluation. Your valuable feedback helps me continue to enhance the experience for future students. 25 Points