Term Information

Effective Term   Spring 2022
Previous Value   *Autumn 2012*

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

We are seeking permanent DL status for this course.

What is the rationale for the proposed change(s)?

Offering the course 100% online allows greater flexibility for students seeking experiential learning.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

n/a

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area	Arts and Sciences
Fiscal Unit/Academic Org	ASC Administration - D4350
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	3191.01
Course Title	For-Credit Internship
Transcript Abbreviation	Internship
Course Description	Internship conducted under the supervision of the employer; grade determined by ASC faculty member. Student must obtain the internship before the start of the term, and a signed learning agreement approved by faculty member and employer by first day. Enrollment in an academic department internship course is not permitted during the same term.
Semester Credit Hours/Units	Variable: Min 1 Max 12

Offering Information

Length Of Course	14 Week, 12 Week, 8 Week, 7 Week, 6 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
	Greater or equal to 50% at a distance
	Less than 50% at a distance
Grading Basis	Satisfactory/Unsatisfactory
Repeatable	Yes
Allow Multiple Enrollments in Term	No
Max Credit Hours/Units Allowed	12
Max Completions Allowed	4
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, Lima, Mansfield, Marion, Newark

Prerequisites and Exclusions

Prerequisites/Corequisites	Prereq: GPA 2.50 or above, and Soph standing or above.
Exclusions	
Electronically Enforced	No

Cross-Listings

Cross-Listings	

Subject/CIP Code

Subject/CIP Code	32.0105
Subsidy Level	Baccalaureate Course
Intended Rank	Sophomore, 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	• Determined by the faculty coordinator; suggested goals to focus on application of the student's major coursework to projects determined in conjunction with the site supervisor
Content Topic List	• Research related to quality improvement, customer satisfaction, consumer preferences
	• SWOT analysis
	• Report preparation
	• Shadowing and assisting site staff with projects
Sought Concurrence	No

Attachments

• careersuccess_3191-01_enrollmentform.pdf: Enrollment Form

(Other Supporting Documentation. Owner: Bitters,Todd Aaron)

• ARTSSCI_3191.01_DL_Cover_Sheet.docx: Approved Cover Sheet

(Other Supporting Documentation. Owner: Bitters,Todd Aaron)

• ARTSSCI_3191.01_SP22_Syllabus_DL_final_8-18.docx: DL Syllabus

(Syllabus. Owner: Bitters,Todd Aaron)

Comments

- Approved cover sheet is attached. There is no in-person syllabus for ARTSSCI 3191.01. The course has traditionally been managed through Carmen. I spoke with Stephanie Ford in Career Success, and she can generate a syllabus if needs be. Just let me know. -Todd *(by Bitters,Todd Aaron on 09/10/2021 04:03 PM)*

- - In-person syllabus?
  - Please have Jeremie Smith review submission. *(by Vankeerbergen,Bernadette Chantal on 09/07/2021 12:06 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Bitters,Todd Aaron	08/18/2021 04:43 PM	Submitted for Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	09/07/2021 12:06 PM	Unit Approval
Submitted	Bitters,Todd Aaron	09/10/2021 04:12 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	09/27/2021 11:57 AM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	09/27/2021 11:57 AM	College Approval
Pending Approval	Cody,Emily Kathryn Jenkins,Mary Ellen Bigler Hanlin,Deborah Kay Hilty,Michael Vankeerbergen,Bernadette Chantal Steele,Rachel Lea	09/27/2021 11:57 AM	ASCCAO Approval

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CAREER SUCCESS

SYLLABUS
ARTSSCI 3191.01

For-Credit Internship
Autumn 2021 (full term)
1 – 12 credit hours
Online

COURSE OVERVIEW

Instructor/Course Coordinator

Instructor: Richard Fajardo

Email address: fajardo.18@osu.edu (preferred contact method)

Phone number: 614-292-4924

Office hours: by appointment

Faculty Sponsor

For this course, you will need to find a faculty member to direct the academic component of your internship experience. The faculty member would be tasked with creating assignments for you and determining your grade for the course.

Prerequisites

Minimum 2.5 GPA, Sophomore standing or above, and instructor permission required.

Course description

This internship course provides variable academic credit depending on hours worked at the internship site. And, it gives the student a transcript notation for their experiential learning (upon successful completion of the course). If the student's internship site requires them to be enrolled during their internship, this course fulfills that requirement. Students need to secure an internship before they request enrollment in this course. Students are not permitted to register for this course if they are enrolled in another internship course during the same semester.

Course learning outcomes

By the end of this course, students should successfully be able to apply knowledge gained through their degree program to the workplace.

HOW THIS ONLINE COURSE WORKS

Mode of delivery: This course is 100% online. There are no required sessions when you must be logged in at a scheduled time.

Credit hours and work expectations: This is a **variable credit hour course**:

- 1 credit hour = minimum of 28.5 total clock hours at the internship (approximately 2 hours/week) + 8 hours of coursework
- 2 credit hours = minimum of 65 total clock hours at the internship (approximately 4-5 hours/week) + 10 hours of coursework
- 3 credit hours = minimum of 100.5 total clock hours at the internship (approximately 7-8 hours/week) + 12 hours of coursework
- When a student is seeking 4 or more credit hours, the Faculty Sponsor is permitted to increase the amount of coursework to above 12 hours but needs to consult with the Course Coordinator about which value should be set for the reduced number of total clock hours.
- 4 credit hours = minimum of 138 total clock hours at the internship (9-10 hours/week) + 12 hours of coursework
- 5 credit hours = minimum of 175.5 total clock hours at the internship (12-13 hours/week) + 12 hours of coursework
- 6 credit hours = minimum of 213 total clock hours at the internship (15-16 hours/week) + 12 hours of coursework
- 7 credit hours = minimum of 250.5 total clock hours at the internship (17-18 hours/week) + 12 hours of coursework
- 8 credit hours = minimum of 288 total clock hours at the internship (20-21 hours/week) + 12 hours of coursework
- 9 credit hours = minimum of 325.5 total clock hours at the internship (23-24 hours/week) + 12 hours of coursework
- 10 credit hours = minimum of 363 total clock hours at the internship (25-26 hours/week) + 12 hours of coursework
- 11 credit hours = minimum of 400.5 total clock hours at the internship (28-29 hours/week) + 12 hours of coursework
- 12 credit hours = minimum of 438 total clock hours at the internship (31-32 hours/week) + 12 hours of coursework

Attendance and participation requirements:

This is an online course and therefore we do not meet in the classroom. If you need help navigating this course, please call 614-292-4924 to schedule a time with me to review the course material in detail. Points will be deducted for late assignments.

NOTE: If you experience extenuating circumstances (illness for example) that may cause you to miss class, please let me know ASAP so that we can discuss if adjustments are needed to assignment due dates.

COURSE MATERIALS AND TECHNOLOGIES

To be determined by the faculty sponsor.

Course technology

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

Technology skills needed for this course

- Basic computer and web-browsing skills
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)

Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:
- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-device).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (go.osu.edu/install-duo) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

GRADING AND FACULTY RESPONSE

How your grade is calculated

Note: this course does not involve "group work." All assignments must be your own.

GRADING

Arts and Sciences 3191.01 is graded Satisfactory/Unsatisfactory (S/U). Students are expected to complete all assignments. In order to earn a Satisfactory grade, you must earn a minimum of 85 points out of a possible 100 points. Course grades will be determined on the following basis:

Assignment	Points	Notes
Hours at internship site:	55	Timesheet due to course coordinator by Tuesday of finals week (by noon)
Completed performance evaluation:	10	Due to Course Coordinator by Tuesday of finals week (by noon)
Assignments Established with Faculty Sponsor:	35	Follow due dates listed on page 3
Total	**100**	

There is no final in this course.

Descriptions of major course assignments

To be determined by the student and faculty sponsor.

Late assignments

Points will be deducted for late assignments.

Instructor feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-4357(HELP)** at any time if you have a technical problem.)

- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**.

- **Email:** I will reply to emails within **24 hours on days when class is in session at the university**.

OTHER COURSE POLICIES

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: While there is no need to participate in class as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. A more conversational tone is fine for non-academic topics.
- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.
- **Backing up your work**: Consider composing your work in a word processor, where you can save your work.

Academic integrity policy

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this online class.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/.

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. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. Other sources of information on academic misconduct (integrity) to which you can refer include:

Committee on Academic Misconduct web page (go.osu.edu/coam)
Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)

Student Services and Advising

University Student Services can be accessed through BuckeyeLink. More information is available here: https://contactbuckeyelink.osu.edu/

Advising resources for students are available here: http://advising.osu.edu

Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu

Commitment to a diverse and inclusive learning environment

The Ohio State University 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. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. 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.

Your mental health

As a student you may experience a range of issues that can cause barriers to learn, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. You can reach an on-call counselor when CCS is closed at 614- 292-5766, and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

COURSE SCHEDULE

To be determined by the student and the Faculty Sponsor.

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COLLEGE OF ARTS AND SCIENCES

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CAREER SUCCESS

100 Denney Hall
164 Annie & John Glenn Ave.
Columbus, OH 43210

(614) 292-6961
asc-careersuccess.osu.edu

ARTSSCI 3191.01 Learning Agreement: Autumn Semester 2021

Students seeking to enroll in ARTSSCI 3191.01 must submit this form to the Course Coordinator, Richard Fajardo (fajardo.18@osu.edu), five business days in advance of the first day of the semester. PLEASE PRINT CLEARLY! Please note that this internship courses is subject to the same late enrollment fees as "regular courses". Enrollment in the ARTSSCI internship courses is based on *location* of internship. If you will be working on-site for an employer located in another state, you will be charged out-of-state tuition and fees. If you are doing 100% virtual work for an employer located in another state, you will not be charged out-of-state tuition and fees.

SECTION 1 – STUDENT INFORMATION

Last Name: _____   First Name: _____

OSU E-mail Address: _____   Student ID #: _____

Cell Phone: (_____) (_____ - _____)

Major(s): _____   Cumulative GPA: _____
Expected Graduation (Semester/Year):_____

Attention international students: Have you been authorized by the Office of International Affairs to use Curricular Practical Training (CPT) during this particular internship?   Yes   No

SECTION 2 – INTERNSHIP COMPONENT (to be completed by the Site Supervisor)

Name of Company/Organization:_____

Title of Internship Program: _____

Start Date: ____/____/____   End Date: ____/____/____   Hours per week the student will work (estimate): _____

Check here if the internship will be virtual _____

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Please describe <u>each</u> of the following internship components (or, attach related documents):

    <u>Intern Duties:</u>

    <u>Supervision and Training:</u>

    <u>Career Exploration Support (e.g., opportunities to shadow staff, mentoring discussions, etc):</u>

    <u>Compensation:</u>   ___Unpaid   ___Paid   If paid, please specify the wage: _____

Supervisor's Name _____ and e-mail _____

Supervisor's Phone # (include extension if applicable): _____

Supervisor's Postal Address: _____

    (If located in Ohio, please specify the county: _____)

Will the intern report to you at the above address?   Yes   No   If no, specify the address of the internship site:

    Street Address: _____

    City/State/Zip Code: _____

    (If located in Ohio, please specify the county: _____)

[No internships will be approved that are located in a private residence (e.g., a home office).]

My signature is consent that I will serve as the supervisor for this student and seek to structure the internship experience in a way that supports the student's learning goals detailed on page 3. I further agree to 1) provide input about the student's work performance if requested by the Faculty Sponsor, 2) conduct an evaluation of the student using the evaluation form to be provided by the Course Coordinator, and 3) to arrange a site visit if one is requested by either the Faculty Sponsor or Course Coordinator.

_____   _____
Supervisor's Signature   Date

SECTION 3 – ACADEMIC COMPONENT (to be jointly designed by the Faculty Sponsor and Student)

Identify at least one learning objective in each of the following categories. You may want to write a first draft of the agreement and then share it with your Faculty Sponsor for suggestions and approval before producing the final version. Additional guidelines for completion of the learning agreement are found on the pages 5 and 6 of this form, including formulas to determine the number of credit hours allowed. **The coursework required varies by the number of credit hours (see page 5).**

A. **Academic Learning:** Internships provide an opportunity to apply what you've learned in the classroom (i.e., related to the concepts, methodology, or theories of your major or minor field(s) of study or the competencies shaped by the General Education Curriculum) to the workplace.
B. **Skill Development:** Internships often allow one to develop skills specific to an occupation as well as functions performed in a majority of workplaces (e.g., teamwork skills, problem solving skills, communication skills, analytical skills, project management skills, leadership skills, etc).
C. **Career Awareness:** Students can "test the waters" to see if an occupational field is a good fit with their interests, capabilities, and values. Additionally, they can broaden their understanding of career options through discussions with the organization's staff about their own career paths.

LEARNING OBJECTIVES (What I want to learn or be able to do)	STRATEGIES/TASKS (How I'm going to learn each objective)	EVALUATION METHODS** (How progress will be measured)	DUE DATE**

3

**Determined by the Faculty Sponsor

Faculty Sponsor's Name _____ and e-mail _____

Faculty Sponsor's Phone # (include extension if applicable): _____

Faculty Sponsor's Campus Mail Address: _____

My signature is consent that I have discussed and negotiated with the student the academic component described in Section 3 of this form. I agree to be available to the student to discuss the internship experience, including how to address obstacles that may develop and impede progress toward completion of their learning objectives. I understand that it is my role to determine the student's grade (Satisfactory/Unsatisfactory). [Please e-mail the grade information to the Course Coordinator Richard Fajardo (fajardo.18@osu.edu) by noon on Tuesday of final's week.]

_____   _____
Faculty Sponsor's Signature   Date

A detailed plan will facilitate the learning experience, but all parties must understand that the written plan is necessarily open-ended and incomplete. In any work-based learning situation, plans are subject to modification. Some learning goals may turn out to be unattainable; they may need to be revised or supplanted by other learning goals. When the plan needs to be modified, however, the intern is responsible for 1) seeking consultation about potential modifications from the faculty sponsor, and 2) documenting the change, including the reason for the change, in an e-mail update to the Faculty Sponsor, Site Supervisor, and Course Coordinator.

STUDENT: I concur with and accept the academic and work assignments indicated in this Learning Agreement, and agree to complete the work and academic related assignments promptly and to the best of my ability. I will perform responsibilities with professionalism and agree to adhere to the organization's policies and procedures as communicated by the Site Supervisor. Additionally, I will complete the assignments required by the Course Coordinator, which are to 1) submit a tracking sheet of hours worked at the internship site, and 2) meet with the Site Supervisor at the completion of the internship do discuss his/her evaluation of my performance as an intern.

_____   _____
Student's Signature   Date

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SECTION 4 – CREDIT HOUR REQUIREMENTS

1 credit hour = minimum of **28.5 total clock hours at the internship** (approximately 2 hours/week) + **8 hours of coursework** (for the assignments detailed on pg. 3)
2 credit hours = minimum of **65 total clock hours at the internship** (approximately 4-5 hours/week) + **10 hours of coursework** (for the assignments detailed on pg. 3)
3 credit hours = minimum of **100.5 total clock hours at the internship** (approximately 7-8 hours/week) + **12 hours of coursework** (for the assignments detailed on pg. 3)

When a student is seeking 4 or more credit hours, the Faculty Sponsor is permitted to increase the amount of coursework to above 12 hours but needs to consult with the Course Coordinator about which value should be set for the reduced number of total clock hours. If the amount of coursework is not increased above 12 hours, the following formulas apply:

4 credit hours = minimum of **138 total clock hours at the internship** (9-10 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
5 credit hours = minimum of **175.5 total clock hours at the internship** (12-13 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
6 credit hours = minimum of **213 total clock hours at the internship** (15-16 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
7 credit hours = minimum of **250.5 total clock hours at the internship** (17-18 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
8 credit hours = minimum of **288 total clock hours at the internship** (20-21 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
9 credit hours = minimum of **325.5 total clock hours at the internship** (23-24 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
10 credit hours = minimum of **363 total clock hours at the internship** (25-26 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
11 credit hours = minimum of **400.5 total clock hours at the internship** (28-29 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)
12 credit hours = minimum of **438 total clock hours at the internship** (31-32 hours/week) + 12 hours of coursework (for the assignments detailed on pg. 3)

SECTION 5 – ENROLLMENT INFORMATION FOR Autumn 2021 (to be determined by the Course Coordinator)

Course Section: 010 (11078) – internship located on Columbus campus or within Columbus area

020 (11079) – internship located outside of the Columbus area

030 (37675) – internship 100% online

Credit Hours: _____   Course Coordinator's Signature: _____

SECTION 6 – GRADING

Arts and Sciences 3191.01 is graded Satisfactory/Unsatisfactory (S/U). Students are expected to complete all assignments. In order to earn a Satisfactory grade, you must earn a minimum of 85 points out of a possible 100 points. Course grades will be determined on the following basis:

Assignments	Points	Due
Hours at internship site	55	Timesheet due to Course Coordinator by Tues of finals week (by noon)
Completed performance evaluation	10	Due to Course Coordinator by Tuesday of finals week (by noon)
Assignments detailed on page 3	35	Follow due dates listed on page 3
Total	**100**	

SECTION 7 – GUIDELINES FOR COMPLETING THE LEARNING AGREEMENT

1. It is important to develop a learning agreement that is realistic, meaningful, and measureable. Start off by reviewing the internship position description. If you have questions about what is included in the description or are wondering about options for additional project work, contact the site supervisor to get clarification. Having a clear understanding of what the internship entails or how it can possibly be expanded, will allow you to develop a realistic learning agreement.

Learning Objectives   Describe what you intend to learn through the experience. Be specific! Are you looking to improve or develop skills or expand knowledge of a specific field? Are you interested in testing the suitability of a career field (i.e., comparing how the work performed matches your interests, skills, values, and/or personality)? Please consider the distinction between *performance* (what you will do at the site) and *learning* (what you wish to gain from the experience). Your objectives should emphasis what you hope to learn; therefore, in your write-up use verbs like *learn, improve, analyze, develop, compare, gain, incorporate, test, acquire, and synthesize*.

EXAMPLES

Vague Objective	Clear Objective
Learn about the publishing industry	Identify three major trends that have impacted the publishing industry in the past ten years.
Improve my analytical skills	Apply content from Intro to Visual Representation to identify how the images on the organization's marketing materials are consistent with their mission.

Strategies/Tasks   Describe the specific process for what you will do to achieve your objectives. Will you undergo training? How many hours? Will you be working on a specific project? Will you ask your faculty sponsor to recommend certain materials, books, articles for you to read that relate to the project or other duties you'll be performing at the site? Do you plan to interview the site staff about their career paths? Will you ask people to observe you at work and give feedback and suggestions?

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<u>Evaluation Methods</u>   Describe how your progress regarding each objective will be measured. How will you know and show others that you have achieved each objective? Will you keep a journal? Will you compile records of your activities throughout the internship (e.g., reports or other work products you have prepared for the organization, notes on training sessions or feedback shared about your work)?

2. Students wishing to participate in an internship experience using a job in which they are already employed may do so under certain conditions:
    *   The student must assume new duties and responsibilities, and develop the Learning Agreement based primarily on those new functions.
    *   Hours worked prior to the start of the internship cannot count toward the total number of clock hours required for ARTSSCI 3191.01.

3. Instructional materials for strategies/tasks related to Skill Development and Career Awareness are available from the Course Coordinator, Richard Fajardo.

Distance Approval Cover Sheet
For Permanent DL/DH Approval | College of Arts and Sciences

Course Number and Title: ARTSSCI 3191.01 – For-Credit Internship

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Carmen Use

Please consider using ASC's distance learning course template. For more on use of Carmen: https://teaching.resources.osu.edu/teaching-topics/carmen-common-sense-best-practices

A Carmen site will be created for the course, including a syllabus and gradebook at minimum. No

If no: there is extremely low enrollment in this course with many semesters having no enrollment; the time needed to set the course up in Carmen is not justified

Syllabus

Proposed syllabus uses the ASC distance learning syllabus template, includes boilerplate language where required, as well as a clear description of the technical and academic support services offered, and how learners can obtain them. YES

Syllabus is consistent and is easy to understand from the student perspective. yes

Syllabus includes a schedule with dates and/or a description of what constitutes the beginning an end of a week or module. no

If there are required synchronous sessions, the syllabus clearly states when they will happen and how to access them. NA

Additional comments (optional):
The learning goals and assignments for the course are co-constructed between the student and the faculty sponsor. Given the variable nature of the assignments, the due dates are documented on the "learning agreement" form vs. the syllabus. Doesn't apply; this course should be thought of as an online "independent study" course

Instructor Presence

For more on instructor presence: https://teaching.resources.osu.edu/teaching-topics/online-instructor-presence

Students should have opportunities for regular and substantive academic interactions with the course instructor. Some ways to achieve this objective:

☐ Regular instructor communications with the class via announcements or weekly check-ins

☐ Instructional content, such as video, audio, or interactive lessons, that is visibly created or mediated by the instructor

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☐ Regular participation in class discussion, such as in Carmen discussions or synchronous sessions

☐ Regular opportunities for students to receive personal instructor feedback on assignments

Please comment on this dimension of the proposed course (or select/explain methods above):
The instructor's presence is controlled by the faculty sponsor, but most of the above does not apply as there is no class meeting.

Delivery Well-Suited to DL/DH Environment

Technology questions adapted from the Quality Matters rubric. For information about Ohio State learning technologies: https://teaching.resources.osu.edu/toolsets

The tools used in the course support the learning outcomes and competencies. Select

Course tools promote learner engagement and active learning. Select

Technologies required in the course are current and readily obtainable. Select

Links are provided to privacy policies for all external tools required in the course. Select

Additional technology comments:
Enter any additional comments about course technology...

Which components of this course are planned for synchronous delivery and which for asynchronous delivery? (For DH, address what is planned for in-person meetings as well.)
Enter details about synchronous and asychronous components...

If you believe further explanation would be helpful, please comment on how course activities have been adjusted for distance learning:
Any tools to be incorporated into the course would be at the discretion of the faculty sponsor.

Workload Estimation

For more information about calculating online instruction time: ODEE Credit Hour Estimation

Course credit hours align with estimated average weekly time to complete the course successfully. yes

Course includes direct (equivalent of "in-class") and indirect (equivalent of "out-of-class") instruction at a ratio of about 1:2. yes

Provide a brief outline of a typical course week, categorizing course activities and estimating the approximate time to complete them or participate:
the Learning Agreement form spells out how many hours the student should work at their internship site along with how many hours they should spend on the assignments; these guidelines take into account the 1:2 ratio.

In the case of course delivery change requests, the course demonstrates comparable rigor in meeting course learning outcomes. yes

Accessibility

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For more information or a further conversation, contact the [accessibility coordinator](#) for the College of Arts and Sciences. For tools and training on accessibility: [Digital Accessibility Services](#)

Instructor(s) teaching the course will have taken Digital Accessibility training (starting in 2022) and will ensure all course materials and activities meet requirements for diverse learners, including alternate means of accessing course materials when appropriate. Select

Information is provided about the accessibility of all technologies required in the course. All third-party tools (tools without campus-wide license agreements) have their accessibility statements included. Select

Description of any anticipated accommodation requests and how they have been/will be addressed. Enter comments...

Additional comments:
Any accommodations to make would be at the discretion of the faculty sponsor.

Academic Integrity

For more information: https://go.osu.edu/teaching-resources-academic-integrity

The course syllabus includes online-specific policies about academic integrity, including specific parameters for each major assignment: no

Assignments are designed to deter cheating and plagiarism and/or course technologies such as online proctoring or plagiarism check or other strategies are in place to deter cheating: Select

Additional comments:
Any safeguards to deter plagiarism would be at the discretion of the faculty supervisor.

Frequent, Varied Assignments/Assessments

For more information: https://teaching.resources.osu.edu/teaching-topics/designing-assessments-student

Student success in online courses is maximized when there are frequent, varied learning activities. Possible approaches:

☐ Opportunities for students to receive course information through a variety of different sources, including indirect sources, such as textbooks and lectures, and direct sources, such as scholarly resources and field observation

☐ Variety of assignment formats to provide students with multiple means of demonstrating learning

☐ Opportunities for students to apply course knowledge and skills to authentic, real-world tasks in assignments

Comment briefly on the frequency and variety of assignment types and assessment approaches used in this course (or select methods above):
The frequency and content of the learning activities are at the discretion of the faculty sponsor.

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Community Building

For more information: https://teaching.resources.osu.edu/teaching-topics/student-interaction-online

Students engage more fully in courses when they have an opportunity to interact with their peers and feel they are part of a community of learners. Possible approaches:

☐ Opportunities for students to interact academically with classmates through regular class discussion or group assignments

☐ Opportunities for students to interact socially with classmates, such as through video conference sessions or a course Q&A forum

☐ Attention is paid to other ways to minimize transactional distance (psychological and communicative gaps between students and their peers, instructor, course content, and institution)

Please comment on this dimension of the proposed course (or select methods above):
Doesn't apply; this course should be thought of as an online "independent study" course

Transparency and Metacognitive Explanations

For more information: https://teaching.resources.osu.edu/teaching-topics/supporting-student-learning-your

Students have successful, meaningful experiences when they understand how the components of a course connect together, when they have guidance on how to study, and when they are encouraged to take ownership of their learning. Possible approaches:

☐ Instructor explanations about the learning goals and overall design or organization of the course

☐ Context or rationale to explain the purpose and relevance of major tasks and assignments

☐ Guidance or resources for ancillary skills necessary to complete assignments, such as conducting library research or using technology tools

☐ Opportunities for students to take ownership or leadership in their learning, such as by choosing topics of interest for an assignment or leading a group discussion or meeting

☐ Opportunities for students to reflect on their learning process, including their goals, study strategies, and progress

☐ Opportunities for students to provide feedback on the course

Please comment on this dimension of the proposed course (or select methods above):
the learning agreement facilitates the above components

Additional Considerations

Comment on any other aspects of the online delivery not addressed above:
Enter any additional considerations...

Syllabus and cover sheet reviewed by Jeremie Smith on 9/9/2021

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