

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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)
- ARTSSCI_3191.01_SP22_Syllabus full sem virt.pdf: Revised DL Syllabus
(Syllabus. Owner: Bitters, Todd Aaron)

COURSE CHANGE REQUEST
3191.01 - Status: PENDING

Last Updated: Bitters,Todd Aaron
11/22/2021

Comments

- Please see Panel feedback email sent 10/11/2021. *(by Hilty,Michael on 10/11/2021 02:15 PM)*
- 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
Revision Requested	Hilty,Michael	10/11/2021 02:15 PM	ASCCAO Approval
Submitted	Bitters,Todd Aaron	11/22/2021 08:47 AM	Submitted for Approval
Pending Approval	Cody,Emily Kathryn Blackburn,Mollie Hilty,Michael Vankeerbergen,Bernadette Chantal Steele,Rachel Lea	11/22/2021 08:48 AM	Unit Approval



SYLLABUS

ARTSSCI 3191.01

For-Credit Internship: Virtual Internship
Spring 2022 (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: 614-688-2847

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. The student shall work with their Faculty Sponsor to joint design the Academic Component of their internship course experience. This includes identifying at least one learning objective in each of the following categories.

- 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.

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.

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 25 total clock hours at the internship (approximately 2 hours/week) + 8 hours of coursework
- 2 credit hours = minimum of 50 total clock hours at the internship (approximately 3-4 hours/week) + 10 hours of coursework
- 3 credit hours = minimum of 75 total clock hours at the internship (approximately 5-6 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 133 total clock hours at the internship (9-10 hours/week) + 12 hours of coursework
- 5 credit hours = minimum of 175 total clock hours at the internship (12-13 hours/week) + 12 hours of coursework

- 6 credit hours = minimum of 217 total clock hours at the internship (15-16 hours/week) + 12 hours of coursework
- 7 credit hours = minimum of 245 total clock hours at the internship (17-18 hours/week) + 12 hours of coursework
- 8 credit hours = minimum of 287 total clock hours at the internship (20-21 hours/week) + 12 hours of coursework
- 9 credit hours = minimum of 329 total clock hours at the internship (23-24 hours/week) + 12 hours of coursework
- 10 credit hours = minimum of 357 total clock hours at the internship (25-26 hours/week) + 12 hours of coursework
- 11 credit hours = minimum of 399 total clock hours at the internship (28-29 hours/week) + 12 hours of coursework
- 12 credit hours = minimum of 441 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 email me at fajardo.18@osu.edu to schedule a time with me to review the course material in detail. Points will be deducted for late assignments.

COVID-19 arrangements: Students may need to miss class, sometimes for periods of two weeks or more, for a variety of reasons related to COVID-19:

- Because they have COVID-19 symptoms
- Because they have tested positive for COVID-19
- Because they have been in contact with someone who has tested positive or is symptomatic
- Because they need to care for someone who is symptomatic

If any of these reasons apply to you, 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 8
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

Penalty point deductions for late assignments are the purview of the Faculty Sponsor.

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.