

Term Information

Effective Term Spring 2022
Previous Value Summer 2014

Course Change Information

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

We are seeking 100% DL status for this course.

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

Offering the course 100% online allows greater options 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	3191.02
Course Title	Internship & Career Exploration
Transcript Abbreviation	Iship & Career Exp
Course Description	Internship under the supervision of the employer, and enrollment and evaluation coordinated by ASC Career Services. Student must obtain the position, and signed agreements by employer and instructor, prior to the start of the term. Assignments vary.
Semester Credit Hours/Units	Variable: Min 1 Max 2

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
Grading Basis	Satisfactory/Unsatisfactory
Repeatable	Yes
Allow Multiple Enrollments in Term	Yes
Max Credit Hours/Units Allowed	8
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

Prerequisites and Exclusions

Prerequisites/Corequisites

Prereq: GPA of 2.50 or above, and Soph standing or above.

Exclusions

Enrollment in an academic department internship course is not permitted during the same term.

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

- Assess how the internship contributed to your skill development, both core workplace skills and occupation-specific skills.
- Learn strategies for maximizing your internship experience in support of clarifying your career goals, obtaining a positive endorsement from your site supervisor, and broadening your professional network.
- Reflect on how your behavior and that of others at the internship site is characteristic of workplace professionalism.
- Revise your resume to describe skills gained during the internship.
- Clarify your career interests by reflecting on past experiences and duties performed as an intern.
- Broaden understanding of career fields through participation in discussions with career professionals.

[Previous Value](#)

Content Topic List

- Transferable skills assessment
- Resume review
- Industry analysis
- Informational interviews
- Career exploration
- Professionalism in the workplace
- Clarification of career goals

Sought Concurrence

No

COURSE CHANGE REQUEST
3191.02 - Status: PENDING

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

Attachments

- careersuccess_enrollmentrequest_3191-02au-fullsemester.pdf: Enrollment Form
(Other Supporting Documentation. Owner: Bitters,Todd Aaron)
- ARTSSCI_3191.02_DL_Cover_Sheet.docx: Approved Cover Sheet
(Other Supporting Documentation. Owner: Bitters,Todd Aaron)
- ARTSSCI_3191.02_SP22_Syllabus_DL_final_8-18.docx: DL Syllabus
(Syllabus. Owner: Bitters,Todd Aaron)
- ARTSSCI_3191.02_SP22_Syllabus full sem virt 1A.pdf: Revised Syllabus
(Syllabus. Owner: Bitters,Todd Aaron)

Comments

- Please see Panel feedback email sent 10/11/2021. *(by Hilty,Michael on 10/11/2021 02:14 PM)*
- Approved cover sheet is attached. There is no in-person syllabus for ARTSSCI 3191.02. 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 04:23 PM)*
- - Form needs to be reviewed by Jeremie Smith.
- Do you have an in-person syllabus? *(by Vankeerbergen,Bernadette Chantal on 09/07/2021 12:11 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Bitters,Todd Aaron	08/18/2021 04:50 PM	Submitted for Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	09/07/2021 12:11 PM	Unit Approval
Submitted	Bitters,Todd Aaron	09/10/2021 04:25 PM	Submitted for Approval
Approved	Vankeerbergen,Bernadette Chantal	09/27/2021 11:59 AM	Unit Approval
Approved	Vankeerbergen,Bernadette Chantal	09/27/2021 11:59 AM	College Approval
Revision Requested	Hilty,Michael	10/11/2021 02:14 PM	ASCCAO Approval
Submitted	Bitters,Todd Aaron	11/22/2021 08:49 AM	Submitted for Approval
Pending Approval	Cody,Emily Kathryn Blackburn,Mollie Hilty,Michael Vankeerbergen,Bernadette Chantal Steele,Rachel Lea	11/22/2021 08:50 AM	Unit Approval



SYLLABUS

ARTSSCI 3191.02

Internship and Career Exploration: Virtual Internship (1st enrollment)

Spring 2022 (full term)

1 – 2 credit hours

Online

COURSE OVERVIEW

Instructor

Instructor: Richard Fajardo

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

Phone number: 614-688-2847

Office hours: by appointment

Prerequisites

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

Course description

This is a one-semester internship course (for 1 or 2 credit hours) that gives a student the opportunity to earn credit for their experiential learning. Credit hours earned are based on the number of hours the student works at their internship site and the satisfactory completion of the career exploration assignments. 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.

The course operates in multiple formats:

- experiential learning at an internship site (this includes work that the student does remotely)
- completion of online assignments

Course learning outcomes

By the end of this course, students should successfully be able to:

Assess how the internship contributed to your skill development, both core workplace skills and occupation-specific skills.

Learn strategies for maximizing your internship experience in support of clarifying your career goals, obtaining a positive endorsement from your site supervisor, and broadening your professional network.

Reflect on how your behavior and that of others at the internship site is characteristic of workplace professionalism.

Revise your resume to describe skills gained during the internship.

Clarify your career interests by reflecting on past experiences and duties performed as an intern.

Broaden understanding of career fields through participation in discussions with career professionals.

HOW THIS ONLINE COURSE WORKS

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

Credit hours and work expectations: This is a **1 – 2 credit-hour course**. Students are expected to complete a minimum number of hours at the (virtual) internship site, complete various online assignments (described below), and revise their resume.

Students earning 1 credit hour are expected to complete a minimum of 25 internship hours at their internship/virtual internship site. Students earning 2 credit hours are expected to complete a minimum of 50 internship hours at their internship/virtual internship site.

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. You will be expected to log into CARMEN to complete scheduled assignments by the due date. Points will be deducted for late assignments. Failure to do so will result in an Unsatisfactory grade.

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

All the materials needed for this course are found in Carmen. Follow the detailed directions in Carmen when completing your assignments.

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
- Navigating Carmen (go.osu.edu/canvasstudent)
- 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

See course schedule below for due dates. Note: this course does not involve “group work.” All assignments must be your own.

Arts and Sciences 3191.02 is graded Satisfactory/Unsatisfactory (S/U). Students are expected to complete all assignments. **Points will be deducted for assignments submitted after the due date for the assignment.** In order to earn a Satisfactory grade, you must earn a minimum of 56.25 points out of a possible 72 points. Course grades will be determined on the following basis:

Assignment	Points	Notes
Minimum # of hours at site	10	Document with course timesheet in Carmen
Week 1 assignment (resume)	2	Upload your resume
Week 1 assignment (professionalism)	5	Professionalism in the Workplace
Week 2 assignment	5	Setting Learning & Skill Development Goals
Week 4 assignment	5	Establishing Positive Working Relationships
Week 6 assignment	5	Capitalizing on Networking Opportunities
Week 8 assignment	10	Wandering Map
Week 9 assignment	5	Career Action Plan
Week 11 assignment	10	Skills Assessment/Update your resume /Schedule your appointment at least 10 days prior
Week 13 assignment	5	Internship Review & Beyond the Classroom
Week 15 assignment (timesheet)	3	Student submits to instructor
Week 15 assignment (evaluation form)	10	Site supervisor submits to instructor
Total	75	**There is no final in this course.**

Descriptions of major course assignments

Internship experience. Students earning 1 credit hour will work a minimum of 25 hours at their internship site. Those earning 2 credit hours will work a minimum of 50 hours at their internship site. Hours worked need to be recorded on the timesheet. If you have a COVID-19 related issue that will impact participation in your internship, please let me know as soon as you can so we can address the hours needed.

Internship evaluation. The student's internship supervisor will be required to submit an evaluation using a brief form provided by the course instructor. Students are expected to obtain satisfactory or above performance ratings from the site supervisor. **YOU ARE STRONGLY ENCOURAGED TO SHARE THE EVALUATION FORM WITH YOUR SITE SUPERVISOR DURING THE FIRST WEEK OF YOUR INTERNSHIP.**

Online assignments. The assignments are designed to support your success as an intern and to help you enhance your networking and resume writing skills. Additionally, there is a set of career planning assignments designed to help you identify enriching work activities and to plan next steps in your career journey.

Revision of personal resume. Students will reflect on their internship experience to identify the skills that they learned or enhanced. They will incorporate descriptions of those skills into their resume and obtain feedback from the instructor. You are required to meet with the instructor to obtain feedback on your updated resume, and you have the option to meet in person, by phone, or via Zoom.

Note: Students are able to repeat this course up to 3 additional times, for a maximum of 8 credit hours. Be aware that students repeating this course will be required to complete different mix of assignments with each successive enrollment.

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, and then copying and pasting into Carmen.

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.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

COURSE SCHEDULE

- Week 1** (1/10) Upload a copy of your current resume (preferably the version you used to apply for your internship). Complete Assignment: Professionalism in the Workplace
- Week 2** (1/17) Complete Assignment: Maximizing your Internship – Setting Learning & Skill Development Goals
- Week 4** (1/31) Complete Assignment: Maximizing your Internship – Establishing Positive Working Relationships
- Week 6** (2/14) Complete Assignment: Maximizing your Internship – Capitalizing on Networking Opportunities
- Week 8** (2/28) Complete Assignment: Wandering Map
- Week 9** (3/7) Complete Assignment: Career Action Plan
- Week 11** (3/21) Complete the skills assessment. Update your resume to describe what you did as an intern, using skills focused text, and obtain feedback during an appointment with the instructor.
- Week 13** (4/4) Complete Assignment: Internship Review and Insights Link
- Week 15** (4/18) Upload timesheet and evaluation form completed by internship site supervisor