

# AEB4941: Practical Work Experience in Food and Resource Economics—Fall 2019

## Course Information

### COURSE DESCRIPTION

AEB4941 Practical Work Experience in Food and Resource Economics is a self-paced, distance correspondence course. The purpose of the course is to better reflect on your internship through purposeful goal setting and benchmarking, company values and culture, and evaluating possible lives you may pursue within the industry.

In short, this course is designed to enhance your experience in the internship and observe career readiness.

### COURSE OBJECTIVES

Upon completion of the course and internship, you should be able to answer the below questions:

- Did I enjoy the Internship? Did this experience confirm or redirect my desire to work in this particular company or industry?
- What are essential skills sets required for my type of work in the particular industry?
- What is your overall reflection of your internship? Were there things you wish you would have known? What were your current deficits and strengths?

### GOALS & LEARNING OUTCOMES

- Explore cultural fit within an industry and company via research of a company's mission statement, organizational structure, size, and position within an industry
- Understand career trajectories and opportunities of the company's employees and the steps needed to move up in the company
- Develop specific goals to develop and enhance knowledge and skills during the internship while working in the internship experience

## How to Pass AEB4941

AEB4941 FRE Practical Work Experience in Food and Resource Economics is a Pass/Fail (S/U) course. Students cannot earn a traditional letter grade (i.e. A, B, C... etc.) or earn any grade points contributing towards the UF GPA. To pass this class you must: 1. Earn Passing Marks on ALL Assignments (you will receive feedback as to whether your assignment submission is satisfactory), 2. Submit Assignments BEFORE Hard Deadlines, and 3. Work the Minimum Internship hours corresponding to the number of credit hours requested at the time of your registration.

## Staff Instructor

### Contact Information:

**Email:** [dshu@ufl.edu](mailto:dshu@ufl.edu)

### Direct Office Line:

(352) 294—7640

### Walk-In Office Hours:

Monday—Friday

8:30AM—11AM

1PM—4PM



**Danielle Shu**  
Academic Advisor



## ACADEMIC HONOR CODE AND ACADEMIC HONESTY

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."* It is assumed that you will complete all work independently in each course unless the instructor

provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code.

**Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action.**

### Student Honor Code

For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

## Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

## Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. The DRC is located in 0001 Reid Hall. You may contact them via phone 352-392-8565 or visit their website here: [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

## Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

University Counseling & Wellness Center: <https://counseling.ufl.edu/>

U Matter We Care: <http://www.umatter.ufl.edu/>

Career Connections Center: <https://career.ufl.edu/>

## Course Evaluation Process & Student Complaints

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

The Food and Resource Economics Department will make every attempt to resolve student complaints within its academic and administrative department. If you have a complaint, please contact Dr Kropp, the Undergraduate Coordinator.

## GatorCloud Email

Students at the University of Florida are required to have and use their GatorCloud account for all UF related e-mail functions. Official university communications are sent to students at this e-mail address. The instructor will also be communicating with you through this e-mail address and/or your Canvas e-learning site. Please make sure to check your GatorCloud account periodically. We will not answer emails from non-UF accounts due to FERPA Privacy Laws.

## Attendance Policy

Since the course is an online course to correspond with the student's internship, attendance is not required as part of the internship credit grade. However, it is expected that you turn in assignments on time and are attending work for assigned hours.

If you require an extension on assignments due reasons covered under UF's attendance policy, please contact the Dean of Students office to verify your documentation before consulting the instructor.

## Internship Course FAQ

Your instructor is the main point of contact in the internship course. If you have any questions, please make sure to contact your assigned instructor immediately. Here are situations that may arise that you would speak to your instructor about:

**On-Site Internship Changes:** If your experience changes in supervisor, department, or location, please inform your instructor so we may update your records.

**Career Consultations:** We care about your personal success! If you experience any issues related to your internship, please reach out to the instructor for a 1:1 meeting to troubleshoot any on-the-job internship issues or challenges.

**Credit Discrepancies or Internship Cancellations:** If you are not enrolled for the correct number of credits or are no longer able to participate in the internship for any reason, please contact the instructor immediately.

# Overview of Assignments

## FIRST DAY REFLECTION:

Reflection after your first day in your internship position. The instructor will not have in-depth information about your internship so please be sure to include the following: Position Details (title, company, duties), Position in Relation to FRE Major, Overall Reflection of First Day, and a PICTURE of you on your first day of work (i.e. you in front of the company sign, action photo of you working on the job, etc.).

If you would like to be featured on social media, please record a video reflection and/or state you'd like to be featured on social media when you submit the assignment.

## COMPANY PROFILE:

Getting to know the company and industry you work in is a major component of evaluating long term possible lives. Please conduct your research and complete the questionnaire/ quiz and answer ALL questions given in the assignment.

## PERSONAL GOAL SETTING:

**\*\* REQUIRES SUPERVISOR SIGNATURE\*\***

Work with your supervisor to create specific goals for you to complete during your internship. Please keep in mind that goals should be thorough and well developed (suggest using SMART goals structure if applicable). To complete the assignment, please see assignment page and fill out attached document and have the supervisor and you BOTH sign the document.

## MIDPOINT REFLECTION:

You are already half way through your internship! This assignment is used to build off of your First Day Reflection. Please include: Overview of your Thoughts and Activities since 1st Day (including particular parts of your job you enjoy the most), Current Progress in Goals, Specific Examples of Correlation of FRE Major Coursework and Current Duties, and an action PICTURE of you working (i.e. documenting growth in produce products).

If you would like to be featured on social media, please record a video reflection and/or state you'd like to be featured on social media when you submit the assignment.

## SUPERVISOR INTERVIEW:

Sit down with your supervisor (15-30 minutes) to discuss their role as a supervisor and what that entails. Prior to the meeting, please print out the Supervisor Interview questionnaire to help guide you through the interview. This interview should be scheduled early in the internship. During the interview, it is also good to discuss the internship class and expectations of what you need from your supervisor for the course.

## INDUSTRY RESEARCH:

The purpose of the assignment is to familiarize yourself with the larger scale industry in which your company is a competitor in. The assignment will focus on industry research as a whole as well as a specific competitor within the industry. Competitor awareness will allow you to further your knowledge of the industry and make you a more competitive job candidate. Please complete the Industry and Competitor Research Questionnaire for this assignment.

## GOAL EVALUATION & FINAL REFLECTION:

The purpose of this assignment is to help you examine the goals you set in your "Personal Goal Setting" assignment. Please reflect on how you achieved your goals, what more you could have done, and any recommendations/reflections for improvement of your internship experience. Please fill out a reflection following same guidelines as your Midpoint Reflection.

## SUPERVISOR EVALUATION:

**\*\* NOT TO BE COMPLETED BY STUDENT\*\***

Please have your supervisor complete Page 3 of the FRE Internship Course handout. Must be signed and sent directly to the instructor's email prior to the last day of class of the corresponding semester's internship.

Fall Evaluation Deadline: Dec. 4th, 2019

## Assignment Deadlines

Since internship start dates differ across students, this class implements Soft and Hard Deadlines. Please see information below for differences:

**Soft Deadlines:** Serve as a guide when students should be turning in an assignment. They are there to assist the student with academic pacing to stay on track to finish the assignment in a timely manner. There is no penalty for submissions past soft deadlines.

**Hard Deadlines:** Deadlines that are set in stone. Failure to submit an assignment prior to a Hard Deadline will result in an automatic failure of the course.

### ASSIGNMENTS DEADLINES

<b><u>ASSIGNMENT</u></b>	<b><u>SOFT DEADLINE</u></b>	<b><u>HARD DEADLINE</u></b>
<b>First Day Reflection</b>	Sept. 1st	Sept. 8th
<b>Company Profile</b>	Sept. 8th.	Sept. 15th
<b>Personal Goal Setting</b>	Sept. 22nd	Sept. 29th
<b>Midpoint Reflection</b>	Oct. 13th	Oct. 27th
<b>Supervisor Interview</b>	Nov. 10th	Nov. 24th
<b>Industry Research</b>	Nov. 17th	Nov. 24th
<b>Goal Evaluation and Final Reflection</b>	None	Dec. 4th
<b>Supervisor Evaluation</b> *Completed by your Supervisor ONLY*	None	Dec. 4th