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Syllabus AEB 4941, FRE Internship Requirements Spring, 2015

Instructor: Anne Marie Mattison, M. Ed.
Office: 1195 McCarty Hall A
Phone: 352-294-7638
mattison@ufl.edu

Following are instructions for students enrolled in AEB 4941 as part of their curriculum in the FRE Department and who have been registered and will receive academic credit for their internship.

Grades: Either an “S” (Satisfactory) or a “U” (Unsatisfactory) will be awarded. The requirements and deadline dates are to be carefully followed. Should the requirements not be met, a grade of “U” will be earned. Internship credit is applied to your required FRE electives.

Tuition: Since you will receive academic credit, tuition does apply to your internship.

Application for internship: Students must apply to receive academic credit for an internship through Advisor Anne Marie Mattison. The applications are available on the FRE website and are located at: <http://www.fred.ifas.ufl.edu/internships/> The deadline dates for applying are listed within the application.

Please note that none of the reflection papers required in this internship course will be shared with your employer. The information is protected by FERPA which safeguards your student record.

Important note: While performing your internship, remember that you are not only representing yourself but the University of Florida. Your attitude, behavior and performance will be judged by your supervisor and co-workers both on a personal level and as a UF Gator. Please remember that as you go about your professional duties as well as your personal interactions with people.

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[Assignment information regarding your internship:](#)

The information below covers the following required components of your internship course:

- a. **Reflection papers**-will be sent to Ms. Mattison on the dates listed in the syllabus.
- b. **“Final Reflection Paper” (FRP)**-The due date will be sent to you.
- c. **Updated resume**-Include your internship with the FRP and list appropriate details of your position, work performed and accomplishments earned. The due date is on page three.

Requirements explained:

1. Reflection paper will be due on the dates listed further below in this syllabus. It shall be submitted to Ms. Mattison **on the assigned dates by midnight**. The journal is confidential. The requirement is for the purpose of reflection by the intern about the internship experience. It also serves the purpose of journaling the experiences one may encounter in the work environment. Ms. Mattison will read the reflection entries and if an intern asks questions, wants or needs advice, or if Ms. Mattison has suggestions, she will write back to the intern with those comments. It will also serve the purpose of helping the intern recall the entire work experience when putting together their FRP (see below.)

Ms. Mattison will submit questions to each intern during the week that she would like them to consider when reflecting and journaling.

2. Final Reflection Paper (FRP)-this information will be sent midway through your internship experience. Your updated resume, listing your internship, should be included with your FRP.

3. Supervisor’s Evaluation

Ms. Mattison will provide your immediate supervisor with an evaluation. It is our hope that the supervisor will review this evaluation with you once you are near the end of your internship. The supervisor will scan and email this completed evaluation to Ms. Mattison. This is not part of your FRP.

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DEADLINE DATES FOR ALL MATERIALS

Due by midnight on the dates below

FAILURE TO HAVE MATERIALS IN BY THE DEADLINE DATE AND TIME
WILL RESULT IN A "U".

If a deadline date falls on a weekend, you may submit your report by the Friday before the weekend, by midnight, if you wish.

R., January 15th-1st reflection paper due, midnight
R., January 29th-2nd reflection paper due, midnight
SU, February 15th-3rd reflection paper due, midnight
SU, March 1st-4th reflection paper due, midnight
SU, March 15, 5th reflection paper due, midnight
M., March 30, 6th reflection paper due, midnight

W., April 22nd, FRP & resume due, midnight

Formatting requirements:

1. Use **Word only** (**no pdf's**) to compose your documents.
2. Font size: 12.
3. Type: Arial
4. Name, Date, Class prefix and page number in upper right hand corner
5. 1" margin on all sides.
6. On reflection papers, minimum of 3 pages, dbl spaced.

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Grading Scale

Each reflection paper = 10 points

Total of 60 points

Each paper will be assigned points based on:

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Thoughtfulness of reflections | = 1 points |
| <input type="checkbox"/> Depth and detail in reflections | = 1 points |
| <input type="checkbox"/> Examples of what was learned and how it will, or will not, benefit you in your academics or life | = 1 points |
| <input type="checkbox"/> Formatting-followed directions as listed in syllabus; proper use of grammar, composition, punctuation, spell checked. | = 1 points |
| <input type="checkbox"/> <i>Addressing each question sent</i> | = <u>6 points</u> |
| Sub-total | =10 points (each paper) |

Final Reflection Paper & resume covering the entire internship experience.

- | | |
|--|--------------------|
| <input type="checkbox"/> Thoughtfulness of reflections | = 5 points |
| <input type="checkbox"/> Depth and detail in reflections | = 5 points |
| <input type="checkbox"/> Examples of what was learned and how it will, or will not, benefit you in your academics or life | = 5 points |
| <input type="checkbox"/> Formatting-followed directions as listed in syllabus; proper use of grammar, composition, punctuation, spell checked. | = 5 points |
| <input type="checkbox"/> <i>Addressing each question sent</i> | = <u>20 points</u> |
| Sub-total | =40 points |

Total points possible

100 Points

Grade values

Satisfactory (S) 70-100 points earned
Unsatisfactory (U) 69 points or less

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Requirements for FRP

The FRP is a written document summarizing and describing in depth and detail your internship experience and relating your academic coursework to your internship experience. As part of this course, ensure this paper is grammatically correct and reads well. Points will be deducted for poor grammar, sentence construction, etc. Consider the writing of this paper as an integral part of your internship experience as though you were writing a report to your supervisor which will be read by upper management. In this case the supervisor is the instructor and the upper management is UF!

You should write this paper as a report—not a brief answer test! It is **not acceptable to copy and paste** any of your weekly journal reports that you send in. The FRP should be a fresh and reflective writing about your experience as an intern as you finish it up and what you learned about the business world and, *most importantly*, about yourself.

Please note: Instructions for writing this report will come to you about mid-way through your internship.

Please make note of the following requirements for the FRP:

- Compose in size 12 font.
 - Type: Arial
 - Compose in Word only.
 - Minimum of 20 pages, double spaced
 - **1" margins only** on all sides
 - First page header shall have your name, name of class, date of the report, and the name of the company, all in the upper right hand corner.
 - Each subsequent page shall have your name and course number, all in the upper right hand corner.
 - Paginate each page in the lower right corner.
 - Double spaced and typed
 - Spell and grammar checked
-

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Other information:

Academic Honesty, Software Use, UF Counseling Services, Services for Students with Disabilities

In 1995 the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

Student Honor Code

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor 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 by abiding by the Honor Code.

On all work submitted for credit by students 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 all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor. This policy will be vigorously upheld at all times in this course.

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.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental

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Health Services provide 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. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health Services is located on the second floor of the Student Health Care Center in the Infirmary.

- University Counseling Center, 301 Peabody Hall, 392-1575, www.counseling.ufl.edu
- Career Resource Center, CR-100 JWRU, 392-1602, www.crc.ufl.edu/
- Student Mental Health Services, Rm. 245 Student Health Care Center, (352) 392-1161, <http://www.shcc.ufl.edu/>
- Alcohol and Substance Abuse Program (ASAP)
- Center for Sexual Assault / Abuse Recovery & Education (CARE)
- Eating Disorders Program
- Employee Assistance Program
- Suicide Prevention Program

Students with Disabilities

"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."

umatter@ufl.edu 352-294-CARE

