

AEB4941: Practical Work Experience in Food and Resource Economics—Summer 2023

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. Because of this, this course does not follow a typical grading structure, but Pass or Fail. 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) and are submitted within a reasonable manner, 2. Receive a passing score on your evaluation, and 3. Work the Minimum Internship hours corresponding to the number of credit hours requested at the time of your registration.

Danielle Shu | STAFF INSTRUCTOR

Note I will interact with you via Canvas and your UF Email in relation to this course. I do NOT check Canvas messages every day, so please email if urgent. Should the below times NOT work, please schedule an appointment!

Contact Information:

Email: dshu@ufl.edu (most responsive method of contact)

Calendly: www.calendly.com/dshu-fre

Format Schedule:

Drop-In Hours: MWF 1:30PM—4PM subject to advisor availability

Office Hours: 4PM—5PM on Tuesdays





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/

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. Sharp, 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

1. SUPERVISOR MEETING:

Meeting to be completed within the first two weeks of the internship. Used to clarify expectations and set SMART goals to benchmark throughout your internship. This meeting is typically completed one-on-one and is an open forum between you and the supervisor to ask questions and clarify details before the internship formally begins. The outcome will address any questions or confusion you may have and establish expectations of all parties including amount of supervision throughout the internship. It is also used to help assist in the need to establish goals.

This assignment requires that you meet with your supervisor. The outcome will result in a document of expectations of both parties and goals. You will submit this AND a guided reflection.

2. PROFESSIONAL IDENTITY REFLECTION:

To be completed earlier on in your internship (when you have completed about 1/4th of your internship hours). The assignment dives into what is composed in your Professional Identity and how you hope to develop specified skills throughout the internship. A portion of this assignment will also be checking in on how the internship experience is going.

3. MIDPOINT REFLECTION:

To be completed around half way through your internship experience. This will further dive and concentrate on thoughtful reflection on how your internship is going. In this reflection, you should be including details that you will want to remember to reflect back on when you complete your e-Portfolio. Including artifacts are helpful and will assist you in your later assignments.

4. 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.

5. FORMAL EVALUATIONS:

Before submitting your e-Portfolio, you will want to engage in a formal evaluation meeting between you and your supervisor. 2 week prior to the conclusion of your internship OR the end of the semester (whichever happens first), a DocuSign document will be sent to you and the supervisor of record. Within the two weeks, review the document, and sit down with your supervisor to discuss. An evaluation of the supervisor will be sent to you to fill out (suggest filling this out prior to the meeting), and a student evaluation will be sent to the supervisor that is suggest to be completed during the meeting. After receiving these documents (automatic once completed), I will upload both to your assignment page as comments.

6. INTERNSHIP E-PORTFOLIO

Using the Canvas e-Portfolio tool (or another similar e-portfolio website), complete an in-depth portfolio of your internship experience. This should be used to showcase your growth throughout the internships and your accomplishments and reflection upon completion. Each portfolio is expected to include artifacts to enhance the portfolio. We hope upon finishing the portfolio that you would feel comfortable sharing this on social media such as LinkedIn to summarize your experience in a creative way.

The number of artifacts required depends on number of credits you are enrolled in. Though, we do encourage additional artifacts!

- 1 credit—Minimum of 3 Artifacts
- 2 credits—Minimum of 5 Artifacts
- 3 credits—Minimum of 8 Artifacts

Where you place these artifacts is up to you, but should enhance the communication of your internship and paint a picture of your development and experience.

The general organization of your portfolio should compose of at least 3 sections:

- Section 1: Reflection of the Internship
- Section 2: SMART Goal Evaluation
- Section 3: Evaluation of your Internship Experience

Questions to assist in these sections will be provided.

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

<u>ASSIGNMENT</u>	<u>SOFT DEADLINE</u>	<u>HARD DEADLINE</u>
1. Supervisor Meeting	By Week 3 of Internship	June 4th OR Week 4 of internship start date in application (whichever is later)
2. Professional Identity Reflection	Soon after completing 1/4 of your internship experience	June 18th OR 1/3 of your internship experience as determined on application (whichever is later)
3. Midpoint Reflection	Soon after completing 1/2 of your internship experience	July 2nd OR 3/4 of your internship experience as determined on application (whichever is later)
4. Industry & Competitor Research	Whenever you have availability to complete this assignment	July 16th
5. Formal Evaluations*	By the conclusion of your internship experience (if it's before August 11th)	August 11th
*Completed via DocuSign by you AND supervisor (separate documents will be emailed to both of you)		
6. Internship e-Portfolio	AFTER Formal Evaluations, but by the conclusion of your internship experience (if it's before Aug. 11th)	August 11th