

ASC 399 Experiential Learning in Animal Sciences

Course Syllabus

Course Information

Semester: Fall 2024

Section: Section 202

Credit hours: 1-3

Lecture Meeting Days/Time/Location: Online, asynchronous

Canvas: Course information, assignments and grades will be available through the ASC 399-202 page on Canvas (<http://www.uky.edu/canvas/>).

Instructor Information

Instructor: Ms. Ann Leed, Academic Program Coordinator, Department of Animal and Food Sciences

Office Building and Room Number: 905 W.P. Garrigus Building

Email: ann.leed@uky.edu

Office Phone: 859-257-2465

Virtual Office Hours: By appointment (email to schedule).

Email is my preferred method of communication. I check my email multiple times a day on weekdays and at least once during the weekends. You can expect a response from me within 24 hours.

Course Description

A field-based learning experience in animal sciences approved by the instructor of record and mentored by an internship supervisor. May be repeated to a maximum of six credits.

Required Materials

- Laptop or tablet
- No additional expenses associated with the course besides the required materials listed above.

Skill & Technology Requirements

Technology Requirements

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at www.uky.edu/its.

Technical Support

For technical help, contact Information Technology Services by phone 859-218-HELP (4357) and via the ITS Customer Services page (<https://www.uky.edu/its/customer-support-student-it-enablement/customer-services>).

Student Learning Outcomes

- Identify and document professional lessons learned throughout the internship work experience.
- Communicate with Animal Sciences professionals in regards to careers, education and work experience.
- Analyze demands made in a professional environment in regards to dress, punctuality, communication and other industry standards.
- Practice skill set relevant to their internship industry.

Course Activities & Exams

Syllabus & Academic Integrity Quiz (25 points)

Should be taken after reading and assimilating the information found in the syllabus and the modules on academic integrity found on Canvas.

Professionalism Quiz (25 points)

Should be taken after reading and assimilating the information found in the professionalism module on Canvas.

Informational Interview Questions (50 points)

Students should review mandatory informational interview questions found on Canvas. Students should turn in 10 additional questions via Canvas, pertinent to your internship learning objectives, your internship industry and your career goals. These questions are due prior to the completion of the informational interview.

Informational Interview Summary Assignment (100 points)

An informational interview is a meeting with an experienced professional intended to help you gather information about an occupation of interest. Students are required to organize and perform an informational interview with their internship supervisor. This will provide you with an opportunity to gather information and guidance about the people, environment and skills involved in that field. This is a two part assignment double-spaced, 12-point font, Times New Roman, 1-inch margins:

- **Part 1** - After you have performed the informational interview, type up the responses using complete sentences, proper grammar and correct punctuation. Questions and responses must include the mandatory informational interview questions and the 10 additional questions submitted in the previous assignment.
- **Part 2** - Write a 1 to 2 page reflection paper using complete sentences, proper grammar and

correct punctuation. This paper should answer the questions below.

- Who you interviewed, their job title, educational background, and what they do on a daily basis
- Where you surprised by any of the interviewee's responses?
- How did this effect your career goals?
- Was this assignment beneficial to your learning objectives? Why or why not?
- Your reaction to doing an information interview (easier/harder than you thought?)
- Looking back at the interview are the questions you wished you had asked? If yes, what are those questions?
- After completing an informational interview who else in your desired career field would be beneficial to interview?

Internship Conclusion Paper (100 points)

At the end of the internship, students must turn in an internship conclusion paper. This paper should be three pages in length, double-spaced, 12-point font, Times New Roman, 1-inch margins and reflect on the overall impact of the internship. Consider and discuss the following questions

- What are the three most important lessons you learned during this internship?
- How did this internship change your view of the industry in question?
- What advice would you give other students looking for a similar internship experience?
- List your learning objectives. Did you meet your learning objectives? Why or why not?

Internship Evaluation (25 points)

Complete the evaluation found on Canvas providing feedback about your internship. Students should complete the evaluation once the internship is complete.

Signed Record of Contact Hours (0 points)

Complete the form provided and have YOUR supervisor sign off the contact hours you completed for your internship. Students must submit the completed form via Canvas.

Students may upload the required form as a picture or document file.

FAILURE TO COMPLETE THIS ASSIGNMENT WILL RESULT IN AN "E" IN ASC 399.

Professional Reflections (only required for student with two or more credit hours)

All reflections should be professional and detailed while answering the required questions. Must be at least 200 words (about $\frac{3}{4}$ of a page), 12-point font, Times New Romans, 1-inch margins, double-spaced. Use additional pages to include one or more high-resolution photographs if desired.

- **Professional Reflection #1: Introduction to Internship (50 points)** - What are your expectations going into your first week of work? What are you most looking forward to learning? What do you think will be your greatest challenge? Do you have any concerns?
- **Professional Reflection #2: Best & Worst (50 points)** - What do you like most about your

internship duties and why? What do you like least about your internship duties and why? How do the people you work with affect the duties you like the most and duties you like the least? Would this change with a different supervisors or co-workers?

- **Professional Reflection #3: Coursework (50 points)** - What knowledge and skills have you learned in Animal Sciences courses that prepared you for this internship? What skills do you wish you would have learned in the classroom prior to this experience? What courses are you now looking forward to taking?
- **Professional Reflection #4: Expectation vs. Realities (50 points)** (only for student with three credit hours) - How have your expectations compared with the reality of your work? If there are differences, why do you think that is?

Additional Informational Interview Summary Assignment (only for students with three credit hours) (100 points)

Students are required to organize and perform an informational interview with another interviewee. This assignment gives you the opportunity to interview a **SECOND** industry professional. You should use the questions submitted in "informational interview questions" assignment, however these questions may need to be altered slightly to be relevant to the second interviewee. **Three parts are required for this assignment** (Double-spaced, 12-point font, Times New Roman, 1-inch margins).

- **Part 1** - After you have performed the informational interview, type up the responses using complete sentences, proper grammar and correct punctuation. Questions and responses must include the mandatory informational interview questions and the 10 additional questions submitted in the previous assignment.
- **Part 2** - Write a 1 to 2 page reflection paper using complete sentences, proper grammar and correct punctuation. This paper should answer the questions below.
 - Who you interviewed, their job title, educational background, and what they do on a daily basis
 - Where you surprised by any of the interviewee's responses?
 - How did this effect your career goals?
 - Was this assignment beneficial to your learning objectives? Why or why not?
 - Your reaction to doing an information interview (easier/harder than you thought?)
 - Looking back at the interview are the questions you wished you had asked? If yes, what are those questions?
 - After completing an informational interview who else in your desired career field would be beneficial to interview?
- **Part 3** - Write a 1 page comparison paper using complete sentences, proper grammar and correct punctuation. This paper should compare and contrast your first and second informational interviews.

Grading Scale

For **ONE** credit hour:

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|--|---|---|---|--|
| A = 100-90% (325-292.5 points) | B = 89-80% (292.4-260 points) | C = 79-70% (259.9-227.5 points) | D = 69-60% (227.4-195 points) | E = Below 60% (below 195 points) |
|--|---|---|---|--|

For **TWO** credit hours:

| | | | | |
|--|---|---|---|--|
| A = 100-90% (475-427.5 points) | B = 89-80% (427.4-380 points) | C = 79-70% (379.9-332.5 points) | D = 69-60% (332.4-255 points) | E = Below 60% (below 255 points) |
|--|---|---|---|--|

For **THREE** credit hours:

| | | | | |
|--|---|---|---|--|
| A = 100-90% (625-562.5 points) | B = 89-80% (562.4-500 points) | C = 79-70% (499.9-437.5 points) | D = 69-60% (437.4-375 points) | E = Below 60% (below 375 points) |
|--|---|---|---|--|

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar <https://registrar.uky.edu/academic-calendars/university>.

Attendance Policy

Instructor may spot check with your internship supervisor to determine if you are fulfilling required contact hours. Failure to fulfill hours listed on your internship contract will result in a failing grade. Students may not decrease their credit hours at the end of their internship to compensate for missing contact hours.

Any disputes with your internship supervisor should be brought to the attention of instructor immediately.

The instructor of this course, believing that early semester engagement is crucial to student success, will be monitoring your engagement within the first three weeks of the course. Failure to engage in class activities will result in you being reported to the registrar's office.

Assignment Policies

Assignment Submissions

Completed assignments will be submitted online. An online anti-plagiarism tool will be used to prevent plagiarism.

It is your responsibility to see that the assignments are completed on time. All assignments will be

listed with a date and deadline on Canvas.

Completed assignment filenames should include student's username. For example, a homework file must be appended by the student's username, such as homework1- username.doc. Work will not be accepted after the deadline and will receive a grade of zero, so leave enough time to account for possible computer issues, as these are NOT excuses for late assignments. If Canvas is down or the student is having issues submitting an assignment, students should email their assignments as a Word document to the instructor by the deadline. Please note, the instructor will give students 24hrs to resubmit the assignment, if it has been identified as corrupted. Failure to resubmit within the required time will result in a zero.

For assigned papers or projects, the deadline will be clearly announced (date and time) on Canvas. Late papers will not be accepted except in cases of a documented, excused absence. The resulting grade for a late paper will be a zero for that assignment. Make-up work will only occur at the discretion of the instructor.

Feedback will be given via the "comments" area of each assignment. If extensive feedback or editing is required, the instructor may contact the student via email.

Course Schedule (Please note that this schedule is tentative and will be adjusted as needed around university holidays and academic calendar.)

| Assignment | Required For | Timeline/Due Date |
|---|---------------------|-------------------------------------|
| Professional Reflection #1: Introduction to Internship | 2 & 3 credit hours | Before start of internship |
| Syllabus, Plagiarism, & Academic Integrity Quiz | All | Before start of internship |
| Professionalism Quiz | All | Two weeks after start of internship |
| Professional Reflection #2: Best & Worst | 2 & 3 credit hours | Midpoint of internship |

| | | |
|---|--------------------|---|
| Informational Interview Questions | All | Midpoint of internship |
| Professional Reflection #3: Coursework | 2 & 3 credit hours | ³ / ₄ point of internship |
| Professional Reflection #4: Expectations vs. Realities | 3 credit hours | 1 week before conclusion of internship |
| Informational Interview Summary | All | Conclusion of internship |
| Additional Information Interview Summary | 3 credit hours | Conclusion of internship |
| Internship Conclusion Paper | All | Conclusion of internship |
| Internship Evaluation | All | Conclusion of internship |
| Signed Record of Contact Hours | All | Conclusion of internship *Failure to complete this assignment will result in failure of the course* |

Academic Policy Statements

Review the Administrative Regulation – Academic and Student Affairs policy statements (<https://provost.uky.edu/proposals/guidance-course-proposals/standard-academic-policy-statements>), for detailed explanations of the following university policies:

- Excused absences and acceptable excuses
- Religious observations
- Verification of absences
- Make-up work
- Excused absences for military duty
- Unexcused absences
- Prep week and reading days

- Accommodations due to disability
- Non-discrimination statement and Title IX information
- Regular and substantive interaction

Absences from internship hours should be discussed with your internship supervisor. Internship supervisors are not required to and will not follow University excuse guidelines.

Academic Integrity Offenses (AR-ASA 6.3.2)

Review the rules regarding academic offenses (<https://provost.uky.edu/proposals/guidance-course-proposals/academic-offenses>). You are responsible for knowing policies as they relate to academic offenses. Being unaware of the policy is not an acceptable justification for committing an academic offense.

Appendix: Classroom Emergency Preparedness & Response

Nothing is more important than the safety and well-being of our campus community. While the University of Kentucky Police Department continues to enhance campus safety measures, it's important to remember that everyone has a responsibility in keeping our community safe. To find more information visit <https://police.uky.edu/emergency-response-guide>

Emergency Reporting & Action

- **Reporting** - If there is an emergency, DIAL 911. To report suspicious activity or non-emergency situations, call the UK Police Department at 859-257-8573 or #UKPD from any mobile phone. If an emergency occurs in a classroom or residence hall with a red emergency button, press to quickly notify UKPD. Emergency responders will immediately be dispatched to your location.
- **Action** - During an emergency, you are responsible for your own safety. If an emergency occurs during class, your instructor will provide further direction based on university and department emergency plans.

Warning Systems

- **UK Alert** - The university provides emergency notifications through UK Alert, which sends messages via email, text message, phone calls, building alarm systems, digital signage, social media and outdoor sirens. If you receive a UK Alert message during class, notify your instructor and classmates immediately. For more information, visit <https://police.uky.edu/get-notified/uk-alert>.
- **LiveSafe** - The university provides additional emergency preparedness information and safety tools through LiveSafe, a free mobile app for iOS and Android. You can report suspicious activity, message with UK Police and virtually escort your friends through the SafeWalk tool. For more information, visit <https://police.uky.edu/safety/livesafe>.
- **Blue Emergency Notification Towers** - are strategically placed at over 50 locations across campus to provide outdoor alert tones and broadcast emergency messages with loud speakers. Each tower also features an emergency push button speaker phone that reaches

UKPD and a camera mounted above the tower. For more information, visit <https://police.uky.edu/safety/blue-emergency-towers>.

Medical Emergency

If there is a medical emergency, dial 911 and do not act outside the scope of your medical training. After dialing 911, inform your instructor of the situation.

Evacuation

It is required to evacuate for a fire alarm or when university officials order us to do so. Evacuation routes are marked with illuminated exit signs throughout the building. Avoid using elevators during any evacuation.

Emergency Sheltering

- **Storm sheltering** - Report to the recommended shelter locations. Recommended shelter locations are marked throughout the building. If shelter locations are unavailable, protect yourself from lightning and flying debris by moving to an interior room or hallway on the building's lowest level. Avoid outside doors and windows and get under a sturdy table and use your arms to protect your head and neck.
- **Shelter-in-Place** - If a shelter-in-place order is issued, you will learn about this through UK Alert, the university's emergency notification system. If you are inside, stay where you are unless the building you are in is affected. If the building is affected, and the fire alarm has been activated or directed by law enforcement, you should evacuate. If you are outdoors, proceed into the closest UK building or follow instructions from emergency personnel or alerts. It is ideal to shelter-in-place in an interior room with the fewest or no windows and no doors to the outside if possible. Shut all windows and close exterior doors. If a hazardous chemical release occurs outside the building, follow these same procedures.

Active Aggressor

In a situation where an aggressor is trying to attack you or others, follow three steps:

1. **Run** - Attempt to get away from the attacker.
2. **Hide** - If you cannot run, barricade yourself in a safe place. Turn your phone to silent and dim your brightness. If possible, use the LiveSafe App to message UK Police and alert them to your location. If you don't have the app, dial 911. If you cannot speak, leave the line open and allow the dispatcher to listen.
3. **Fight** - If you cannot run or hide, do whatever you need to do to stop the attacker.

UK Police will communicate additional information through the UK Alert system during an active aggressor situation. Every UKY email automatically receives UK Alerts. You can also sign up in myUK to receive alerts via text and phone call.