NOTE to prospective students: This syllabus is intended to provide students who are considering taking this course an idea of what they will be learning. A more detailed syllabus will be available on the course site for enrolled students and may be more current than this sample syllabus. Summer term courses may be accelerated – please check the Ecampus Schedule of Classes for more information.

HORT 412
CAREER EXPLORATION: INTERNSHIPS & RESEARCH PROJECTS

COURSE CREDIT
(1) This course combines approximately 30 hours of instruction, online activities, and assignments for 1 credit.

PREREQUISITES, CO-REQUISITES AND ENFORCED PREREQUISITES
None. Sophomore or higher class standing is recommended.

COURSE DESCRIPTION FROM CATALOG:
Provides orientation to the horticulture major internship and research project requirement. Covers procedures for selecting, performing, and reporting on an internship or research project. Includes guidance and skill development valuable in the pursuit of horticultural career goals, such as cover letter and resume preparation and interviewing experience.

CONTACT INFORMATION:
Email is the best way to contact me: donegank@oregonstate.edu.

Sample syllabi may not have the most up-to-date information. For accuracy, please check the Ecampus Schedule of Classes to see the most current instructor information. You can search for contact information by name from the OSU Home Page.

LEARNING RESOURCES:
NO TEXTBOOKS OR OTHER LEARNING RESOURCES ARE REQUIRED.

NOTE: For textbook accuracy, please always check the textbook list at the OSU Bookstore website. Sample syllabi may not have the most up-to-date information.

Students can also click the ‘OSU Beaver Store’ link associated with the course information in the Ecampus schedule of classes for course textbook information and ordering.
COURSE SPECIFIC MEASURABLE STUDENT LEARNING OUTCOMES:
This class provides orientation to the Horticulture internship and research project requirement and provides guidance for pursuit of career goals. By the end of the term students will:

Comprehend the relationship of personality type to career satisfaction
Understand all departmental internship and research project requirements
Assess career goals
Identify skills and experience necessary to attain their career goals
Locate specific internship or research project opportunities
Prepare a resume and general cover letter for internship and research project applications
Learn and practice interviewing skills
Evaluate an internship report or research project thesis

COURSE CONTENT AND POLICIES:
Course Schedule and Content:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Activity</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to course &amp; setting of course goals.</td>
<td>Set and discuss course goals of instructors and students.</td>
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<tr>
<td>Internship &amp; research project guidelines.</td>
<td>Discussion of the website, guidelines and timelines. Complete and download website questionnaire.</td>
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<tr>
<td>Week 2</td>
<td></td>
<td></td>
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<tr>
<td>Career goals &amp; personality type.</td>
<td>Establish career goals and take assessment of personality type.</td>
<td>Assignment #1.Career Exploration</td>
</tr>
<tr>
<td>Skills and experience to obtain during internship or research project.</td>
<td>Make a list of specific tasks, activities, and experiences you would like to have during your internship or research project. Explain why you list these items.</td>
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<tr>
<td>Week 3</td>
<td></td>
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<tr>
<td>How to get the internship or research project you want.</td>
<td>Review and share your internship or research project list and look at resources.</td>
<td>Assignment #2.Internship or Research Project List</td>
</tr>
<tr>
<td>Professional conduct.</td>
<td>Discussion about professional conduct.</td>
<td></td>
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<tr>
<td>Week 4</td>
<td></td>
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<tr>
<td>Preparing a resume.</td>
<td>Discussion about the do’s and don’ts for writing resumes.</td>
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<tr>
<td>Week 5</td>
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<tr>
<td>Preparing a cover letter.</td>
<td>Review of resumes.</td>
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<tr>
<td></td>
<td>Discussion about the do’s and don’ts for writing cover letters.</td>
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</tr>
<tr>
<td>Week 6</td>
<td>Contacting prospective employers.</td>
<td>Review of cover letters. Guidelines on how to contact and negotiate with employers or research mentors.</td>
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<tr>
<td>Week 7</td>
<td>Successful interviewing overview.</td>
<td>Overview of interviewing. Interview conduct and handling difficult &amp; illegal questions.</td>
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<tr>
<td>Week 8</td>
<td>Successful interviewing – learn from others and fine-tune your skills.</td>
<td>Evaluation of interviews. Practice interviews.</td>
</tr>
<tr>
<td>Week 10</td>
<td>School funding, obtaining employment &amp; pursuing graduate school.</td>
<td>Discussion on how to obtain funding for school, secure employment, and apply to graduate school.</td>
</tr>
</tbody>
</table>

**EVALUATION OF STUDENT PERFORMANCE:**

Assignments –

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Career exploration</td>
<td>15 points</td>
</tr>
<tr>
<td>#2 List of potential internships or research projects</td>
<td>15 points</td>
</tr>
<tr>
<td>#3 Resume</td>
<td>20 points</td>
</tr>
<tr>
<td>#4 Cover letter</td>
<td>20 points</td>
</tr>
<tr>
<td>#5 Evaluation of example interview</td>
<td>10 points</td>
</tr>
<tr>
<td>#6 Evaluation of own interview</td>
<td>10 points</td>
</tr>
<tr>
<td>Discussion board postings</td>
<td>10 points</td>
</tr>
</tbody>
</table>

Extra Credit (up to two points): Course goals

Grades will be assigned according to the following scale:

93 – 100% = A  
90 – 92% = A-  
87 – 89% = B+  
83 – 86% = B  
80 – 82% = B-  
77 – 79% = C+  
73 – 76% = C  
70 – 72% = C-  
67 – 69% = D+  
64% and below = F
$63 - 66\% = D$
$60 - 62\% = D-$
$59\% \& \text{below} = F$

In an effort to be fair to all students, grades will not be rounded up under any circumstances and late assignments (unless pre-approved by the instructor) will not be accepted.

**COURSE SITE LOGIN INFORMATION**
Information on how to login to your course site can be found [HERE](#).

**STATEMENT REGARDING STUDENTS WITH DISABILITIES**
Oregon State University is committed to student success; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student, as a legal adult, is responsible to request appropriate accommodations. The student must take the lead in applying to Disability Access Services (DAS) and submit requests for accommodations each term through DAS Online. OSU students apply to DAS and request accommodations at our [Getting Started with DAS](#) page.

Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 541-737-4098.

Additionally, Canvas, the learning management system through which this course is offered, provides a [vendor statement](#) certifying how the platform is accessible to students with disabilities.

**ACADEMIC INTEGRITY AND STUDENT CONDUCT (OSU POLICY)**
Students are expected to be honest and ethical in their academic work. Intentional acts of academic dishonesty such as cheating or plagiarism may be penalized by imposing an “F” grade in the course.

Student conduct is governed by the universities policies, as explained in the Office of the Dean of Student Life: Student Conduct and Community Standards. In an academic community, students and faculty, and staff each have responsibility for maintaining an appropriate learning environment, whether online or in the classroom. Students, faculty, and staff have the responsibility to treat each other with understanding, dignity, and respect.

Students are expected to conduct themselves in the course (e.g. on discussion boards, email postings, etc.) in compliance with the university's regulations regarding civility.
Students will be expected to treat all others with the same respect as they would want afforded to themselves. Disrespectful behavior (such as harassing behavior, personal insults, inappropriate language) or disruptive behaviors are unacceptable and can result in sanctions as defined by Student Conduct and Community Standards.

For more info on these topics please see:
- Statement of Expectations for Student Conduct
- Student Conduct and Community Standards - Offenses
- Policy On Disruptive Behavior

PLAGIARISM
You are expected to submit your own work in all your assignments, postings to the discussion board, and other communications, and to clearly give credit to the work of others when you use it. Academic dishonesty will result in a grade of “F.”
- Statement of Expectations for Student Conduct
- Avoiding Academic Dishonesty

TECHNICAL ASSISTANCE
If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the OSU Help Desk for assistance. You can call (541) 737-3474, email osuhelpdesk@oregonstate.edu or visit the OSU Computer Helpdesk online.
- COURSE DEMO
- GETTING STARTED

TUTORING
For information about possible tutoring for this course, please visit our Ecampus NetTutor page. Other resources include:
- Writing Center
- Online Writing Lab

STUDENT EVALUATION OF TEACHING
The online Student Evaluation of Teaching form will be available in week 9 and close at the end of finals week. Students will be sent instructions via ONID by the Office of Academic Programs, Assessment, and Accreditation. Students will log in to “Student Online Services” to respond to the online questionnaire. The results on the form are anonymous and are not tabulated until after grades are posted. Course evaluation results are very important and are used to help improve courses and the learning experience of future students. Results from questions are tabulated anonymously and go directly to instructors and unit heads/supervisors. Unless a comment is “signed,” which will associate a name with a comment, student comments on the open-ended
questions are anonymous and forwarded to each instructor. “Signed” comments are forwarded to the unit head/supervisor.

**REFUND POLICY INFORMATION**

Please see the [Ecampus website](http://ecampus.oregonstate.edu) for policy information on refunds and late fees.