

GEOG 4191: INTERNSHIP IN GEOGRAPHY, Autumn 2020

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Office hours: by appointment

Carmen page for course: <https://carmen.osu.edu/>, login, select course (GEOG 4191)
(instructions for Carmen access, p. 6 of this syllabus)

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

A list and discussion of campus resources for mental health, civil rights, wellness, and learning, along with a statement of the code of student conduct and academic integrity are on pp. 6-8.

Per OSU's university's guidelines regarding pandemic conditions:
"Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses."

COURSE DESCRIPTION AND OBJECTIVES

This course provides students with professional work experience that connects with their major and may be helpful towards developing a career. Although students do not meet in a classroom, they post several short written assignments in the **Discussion** section of the Carmen course page so that they can read each other's entries and compare their experiences; *you are welcome to reply to other students* – an option, not a requirement. Students post other assignments in the **Assignment** section (see section on Written Assignments, beginning on p. 2).

This course is intended to help students develop the skills and knowledge to:

- apply & expand upon what you have learned in geography major courses in a workplace.
- use your workplace experience to develop a sense of possible career paths relative to your skills.
- develop communication skills and professionalism, and navigate team environments
- gain experience in a professional setting.
- engage with professional development opportunities and communicate your credentials to potential employers.
- recognize that workplaces have a code of conduct/ethics and reflect on the this code relative to daily life in the workplace

REQUIRED READING

Students read short articles from the Arts & Sciences Center for Career and Professional Success that will aid them in their professional work experience and in completing written assignments that help them reflect on their experience and its significance. All required reading is accessible online under **Modules** and below:

- “Tips and Thoughts for Your Internship Journal” (2pp)
<file:///C:/Users/ETTLIN~1.1/AppData/Local/Temp/Tips%20and%20Thoughts%20for%20your%20Internship%20Journal-1.pdf>
- “Succeeding as an Intern” (2 pp)
file:///C:/Users/ETTLIN~1.1/AppData/Local/Temp/Succeeding%20as%20an%20Intern_v40218.pdf
- “Informational Interviewing” (3pp)
<file:///C:/Users/ETTLIN~1.1/AppData/Local/Temp/Conducting%20an%20Informational%20Interview.pdf>
- “Informational Interview Sample Questions” (1 p)
<file:///C:/Users/ETTLIN~1.1/AppData/Local/Temp/Informational%20Interview%20questions-1.pdf>
- Resume Sample: General Resume” (3 pp)
[file:///C:/Users/ETTLIN~1.1/AppData/Local/Temp/General%20Resume%20\(Brenda%20Buckeye\)-%2003.26.18_1.pdf](file:///C:/Users/ETTLIN~1.1/AppData/Local/Temp/General%20Resume%20(Brenda%20Buckeye)-%2003.26.18_1.pdf)
- “Writing Cover Letters” (5 pp)

WRITTEN ASSIGNMENTS (see Assignments and Discussion tabs on course Carmen page)

Students complete short written assignments and post them on Carmen. Responses should be complete and well written. *Guidelines for each assignment are on the course Carmen page in Modules*, which lists weekly instructions and assignments. **Assignments will be marked ‘no pass’ if posted later than the due date, unless alternative arrangements are made with the instructor (see late policy, p. 4).** All journal entries are due on Sundays; all other written assignments are due on Wednesdays; you are welcome to submit before the due dates (one assignment falls on a holiday; if you prefer not to post on a holiday, then please post the day before or make alternative arrangements).

On the Carmen page in **Modules** (weekly schedule), when you click on an assignment, you will automatically be taken either to **Assignments** or **Discussions**, depending on where your assignment should be posted.

Assignments include:

- 1) Statement of Intent, post in **Discussion** section of Carmen page (**due by Monday, January 20**): Students indicate basic information about themselves and their internship; **see elaborated guidelines on the Carmen page**. (1 paragraph)
- 2) Weekly Journal entries, **due once each week, by Sunday midnight**: Students post a journal entry once a week (at least 1 paragraph) in the **Discussion** section of the Carmen course page; the Statement of Intent (above) includes a statement indicating by which day each week you will submit your weekly journal entry. Journal entries should capture the students’ general thoughts and reactions to their work experience. Notes regarding experiences relating to the learning objectives and connections to academic coursework will be helpful for reference when completing in Internship Final Report. Students post their first entry by the end of the 2nd week of their internship (see Weekly Schedule, pp. 5-6).
- 3) Expectations and Reality, post in **Discussion** section of Carmen page (**due by Mon, Feb 3**): Students indicate both their expectations for their internship, the nature of their work practices relative their expectations, and specify the differences, if any, between their expectations and work realities; **see elaborated guidelines on the Carmen page**. (1 paragraph minimum)
- 4) Workplace Code of Conduct/Ethics, post in **Discussion** section of Carmen page (**due by Mon, Feb 17**): Students ask their supervisor to share with them the Workplace Code of Conduct or Ethics, and summarize (do not repeat word for word) the main points. Then reflect on whether and the degree to which you have observed the code of ethics *in practice* in your experience in the workplace. (1 paragraph minimum)

5) Interview, post in **Assignment** section of Carmen page (**due by Monday, March 3**): Students identify one person in an occupation/position they are interested in learning more about, schedule and complete the interview, and complete a written report that summarizes the experience and what they learned; **see elaborated guidelines on the Carmen page. (minimum of two pages)**

6) Resume, post in **Assignment** section of Carmen page (**due by Monday, March 23**): Students create and submit a professional resume and cover letter, which may be useful when applying for another internship or full time employment opportunity; **see elaborated guidelines on the Carmen page.**

7) Cover Letter, post in the **Assignment** section of the Carmen page (**due by Monday, March 30**). Students create and submit a professional cover letter, which may be used to apply for another internship or for a full employment opportunity.

8) Final Report, post in **Assignment** section of the Carmen page (**due by Monday, April 13**): Students complete a final report that summarizes their work experience. The report should include an overview of significant work activities, a reflective evaluation of these experiences, and what you learned as well as connections to academic work; **see elaborated guidelines on the Carmen page. (2 pages minimum)**

9) Verification Form (**see link on Carmen page under Guidelines for Written Assignments + Verification Form**). This form is to be completed by the student at the end of the semester to document the completed work, then reviewed and verified by the student's supervisor. The completed form is ungraded but required for course completion. **Failure to complete and submit this form by Monday, April 20 will result in a final grade of Unsatisfactory.**

Late assignment policy: The Assignment/Discussion boxes close at the deadline. If a student is pressed for time or feels overloaded, a late submission submission is easily arranged, *on the condition that (1) you email N. Ettliger **no later than the deadline** to indicate that the assignment will be late, and (2) arrange with N. Ettliger when you will submit.*

EVALUATION

Students are evaluated on the basis of Satisfactory/Unsatisfactory. The weighting of the assignments for evaluation is as follows:

Journal Entries (total):	15%
Statement of Intent Discussion:	5%
Expectations and Reality Discussion:	10%
Informational Interview	25%
Cover Letter and Resume	25%
Final Report	20%

Each assignment will be evaluated as pass/no pass (technically, per the grading scheme on Carmen, complete/incomplete). Successful completion of the course to receive a Satisfactory final grade requires that students receive 'satisfactory' on 80% of course assignments.

WEEKLY COURSE SCHEDULE (see 'Modules' on course Carmen page)

Week	Readings (links on p. 2 or click on links on Carmen page)	Written Assignments, Due Dates
Week 1 Aug. 25-30	<ul style="list-style-type: none"> • Read Syllabus thoroughly and contact instructor with any questions • Read GUIDELINES for the Final Report (week 13) so you have a sense of issues to think about 	
Week 2 Aug. 31-Sept. 6	Read "Tips/Thoughts for Your Internship Journal"	<ul style="list-style-type: none"> • Statement of Intent due by Sept. 2 • Journal entry due by Sept. 6
Week 3 Sept. 7-13	Read "Succeeding as an Intern"	Journal entry due by Sept. 13
Week 4 Sept. 14-20		<ul style="list-style-type: none"> • Statement of Expectations and Reality due by Sept. 16 • Journal entry due by Sept. 20
Week 5 Sept. 21-27		Journal entry due by Sept. 27
Week 6 Sept. 28-Oct. 4		<ul style="list-style-type: none"> • Code of Ethics due by Sept. 30 • Journal entry due by Oct. 4
Week 7 Oct. 5-11	<ul style="list-style-type: none"> • Read Guidelines for Interview • Read "Conducting an Informational Interview" • Read "Informational Interview Questions" 	<ul style="list-style-type: none"> • Journal entry due by Oct. 11 • Prepare for interview assignment next week (see links online for guidelines, readings)
Week 8 Oct. 12-18		<ul style="list-style-type: none"> • Interview report due by Oct. 14 • Journal entry due by Oct. 18
Week 9 Oct. 19-25		Journal entry due by Oct. 25
Week 10 Oct. 26-Nov. 1	<ul style="list-style-type: none"> • Read Guidelines for Resume • Read "General Resume" 	<ul style="list-style-type: none"> • Resume due by Oct. 28 • Journal entry due by Nov. 1
Week 11 Nov. 2- 8	<ul style="list-style-type: none"> • 	Journal entry due by Nov. 8

Week 12 Nov. 9-15	<ul style="list-style-type: none"> • Read Guidelines for Cover Letter • Read “Writing Cover Letters” 	<ul style="list-style-type: none"> • Cover Letter due by Nov. 11 • Journal entry due by Nov. 15
Week 13 Nov. 16-22	Read Guidelines for Internship Final Report	Internship Final Report due by Nov. 18
Week 14 Nov. 23-29	<i>have a great Thanksgiving!</i>	
Week 15 Nov. 30-Dec. 4		Verification Form due by Dec. 2

Carmen Access

You will need to use [BuckeyePass](#) multi-factor authentication to access your course in Carmen. To ensure that you are able to connect to Carmen at all times, register multiple devices in case something happens to your primary device. Visit the [BuckeyePass-Adding a Device](#) help article for step-by-step instructions.

- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click “Enter a Password” and then click “Text me new codes” button that appears. This will text you ten passcodes good for 365 days that can be each used once.
- [Download the Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or wi-fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4537 (HELP) and the IT support staff will work out a solution with you.

CAMPUS RESOURCES FOR MENTAL HEALTH, CIVIL RIGHTS, WELLNESS, AND LEARNING Counseling and Consultation Service (Office of Student Life)

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. OSU offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling [614-292-5766](tel:6142925766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614-292-5766](tel:6142925766) and 24 hour emergency help is available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Disability Services (Office of Student Life)

The Student Life Disability Services coordinates accommodations and academic support services for students with documented disabilities, including but not limited to: learning disabilities, hearing or visual impairments, mobility impairments, attention deficit disorders, and psychiatric or medical disabilities. If you require this syllabus or other course materials in an alternate format, or if you require special classroom/testing arrangements, please notify your instructor and contact the Student Life Disability Services office at 098 Baker Hall, 113 W. 12th Ave., (614) 292-3307 (voice), (614) 429-4190 (VRS). A 24-hour information line is available at (614) 292-3307, and the office can be reached via the Web at <http://www.slds.osu.edu/> or via email at slds@osu.edu.

Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Student Advocacy Center: Answer students' questions, direct students to appropriate resources and departments, provides general university guidance

- 614-292-1111 <http://advocacy.osu.edu/>

Student Wellness Center: Promoting student wellness through nine dimensions of wellness

- 614-292-4527 <http://swc.osu.edu/>

Multicultural Center: Offering programs, services and outreach for all OSU students; supporting and celebrating all students through an intercultural model

- 614-688-8449 <http://www.mcc.osu.edu/>

Academic Advising: Advising for undergraduate students on the Columbus campus is provided by the individual college or department that offers the program of study you are pursuing. This allows you to get advice from someone who knows the specifics of your curriculum

- <https://advising.osu.edu/>

Student Academic Services: Find information by topic and take care of your personal Buckeye business (i.e. Financial Aid and other services) online at buckeyelink.osu.edu. Or speak with someone in person.

- Student Academic Services Bldg., Lobby; 281 W. Lane Ave. [[map](#)]
Monday–Thursday: 9 a.m. to 5 p.m.; Friday: 9 a.m. to 4 p.m.

Academic Support Services: This includes various resources for learning support from tutoring and study strategies to stress management and confidence building.

- <http://younkinsuccess.osu.edu/academic-services/>

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [Carmen \(Canvas\) accessibility](#)
- Streaming audio and video (Kanopy & DocuSeek)
- Synchronous course tools

Code of Student Conduct/Policies

The Code of Student Conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.

- The Code of Student Conduct can be accessed at: <http://studentlife.osu.edu/csc/>
- For information regarding IT/computer policies: <https://ocio.osu.edu/sites/default/files/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf>
- For Residence Hall policies: <http://housing.osu.edu/living-on-campus/fees-contracts-policies/residential-living-handbook-code-student-conduct>
- For Parking policies: <http://osu.campusparc.com/home>

Academic Integrity

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct: <http://studentlife.osu.edu/csc/>.

Plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your college career. Plagiarism includes, but is not limited to: word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, another student's essay, or any other composition not your own without proper citation. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition. If you have any doubts about the originality of a paper/assignment you have written, see your instructor before you turn it in (*Colleges of the Arts and Sciences Degree Planning Manual 2006-7*, pp. 34-35).