ANS 4941 SYLLABUS
FULL-TIME PRACTICAL
WORK EXPERIENCE IN ANIMAL SCIENCE

Internship Coordinator
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Course Description:
Credit is earned on the basis of two credit hours per month of full-time employment.
(S-U)

Course Pre-Requisites:
Prior arrangement with academic advisor, and pre-approval of experience with academic advisor and internship coordinator.

Course Credits:
2 – 6 credits
Students will register for 2 credits of ANS 4941 per month of full-time employment (minimum of 40 hours per week). The full-time work experience must last for a minimum of two consecutive months or eight weeks. A minimum of 2 credits must be earned to meet degree requirements in the Food Animal and Equine specializations. A maximum of 6 credits can be applied to a student's degree program for graduation.

Time and Location:
TBA
Students must be employed in an ***pre-approved, full-time*** work experience for at least eight weeks. Full-time is considered a minimum of 40-hours per week throughout the experience. Part-time work experiences will not qualify for ANS 4941 credit. Work experiences can be on farms, in businesses, laboratories or related governmental agencies

Internship Program Overview:
Internships involve, ***pre-approved, full-time*** work experiences. The training is intended to provide students with an experience that is both practical and educational.

Required and Recommended Textbooks:
Due to the nature of this course, no text is required.

Course Objectives:
At the conclusion of the internship experience, students will be able to:
1. Gain practical work experience in the animal industry under appropriate supervision by experienced and competent personnel.
2. Apply theory to actual work experience.
3. Critically analyze business or agency operations.
4. Develop work-place skills and habits, use equipment, learn techniques and experience office etiquette crucial to success in full-time employment settings.
5. Develop self-confidence and leadership abilities while working with others.
6. Determine whether the student has a real interest in the field.
7. Develop personal contact with leaders in the industry and job placement opportunities through networking.
8. Identify strengths and weaknesses in student's own educational program and/or that of the Department or University.
9. Prepare a personal resume and experience aspects of seeking employment, such as job searching, completing applications, and interviewing.

Grades and Grade Points:
ANS 4941 will be graded on an S/U basis only, upon completion of course requirements and the student's ***pre-approved, full-time*** work experience. A satisfactory grade (S) will be earned upon the successful completion and submission of the following assignments:
1. **Internship Plan** – completed (with oversight from an advisor and/or internship coordinator) and submitted **prior** to registration in ANS 4941
2. **Internship Registration Forms –** completed and submitted **prior** to the start of the internship
3. **Internship Reflection Posts –** completed during the internship as assigned by the internship coordinator.
   - There will be a minimum of six reflection posts throughout the experience. Due dates are dependent on the length of your internship and are posted in Canvas. It is your responsibility to know and meet these deadlines as assigned by the internship coordinator.
   - Reflection posts will be completed through the online CANVAS e-learning ANS 4941 course. Enrolled students will be registered in an on-going section at the start of their internship experience. ***If students do not have access to internet during their internship, then it is the student's responsibility to contact the internship coordinator within the first week of employment to determine an alternative assignment.*** This will most likely require students to periodically check-in with the internship coordinator at least a few times per month while on the internship via phone.
4. **Student Evaluation Forms** – first is due at the mid-point of your internship experience and the second (Internship Exit Survey) is due within two weeks of the last day of employment for your internship
5. **Employer/Supervisor Evaluation Forms** – first is due at the mid-point of your internship experience and the second is due within two weeks of the last day of employment for your internship
6. **Internship Seminar** – to be presented at the Department of Animal Sciences Internship Seminar in the fall semester following the completion of the internship. You will create a poster using the rubric and template provided by the internship coordinator. Posters will be due on the last day of the semester that your internship experience was completed in. ***If you cannot attend the***

seminar on the scheduled date, you must make arrangements with your advisor and the internship coordinator to present your seminar on an agreed-upon alternate date.

- **NOTE:** If you will graduate prior to the scheduled Internship Seminar, you will be required to create a poster to be displayed during the seminar reception. If you submit a poster for display purposes, you will not be required to be present for the seminar.

7. **Resume** – due within two weeks of the last day of employment for your internship. This updated resume must include the internship experience with skills you gained. Before submission, you are required to have the resume reviewed by one of the following – supervisor and/or employer of the internship; Career Connections Center CALS Liaison; or Cathy Carr in the UF/IFAS College of Agricultural and Life Sciences Dean's Office.

*Please note that there are no quizzes or exams as part of this course. The required internship seminar will substitute for a final exam.

Failure to successfully complete the internship experience, submit the outlined assignments and/or present at the Internship Seminar will result in a failing grade (U) for the experience.

For information on current UF policies for assigning grade points, see
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Attendance and Make-Up Work:
Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Academic Honesty, Software Use, Campus Helping Resources, Services for Students with Disabilities

Student Honor Code
UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor 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." The Honor Code (sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

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 0001 Reid Hall, 352-392-8565, https://disability.ufl.edu/

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.

Health and Wellness:
- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit counseling.ufl.edu/ or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit shcc.ufl.edu/.
- University Police Department: Visit police.ufl.edu/ or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center.

Academic Resources:
- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services career.ufl.edu/.
- Library Support: cms.uflib.ufl.edu/ask various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring. teachingcenter.ufl.edu/
- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. writing.ufl.edu/writing-studio/
- Student Complaints:
  - On-Campus: sccr.dso.ufl.edu/policies/student-honor- codestudent-conduct-code/
  - On-Line Students Complaints: distance.ufl.edu/student-complaint-process/ /

Online Course Evaluation Process
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be

notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.