



**ESS 487 Internship
1-credit Canvas-Based Course
Syllabus – Fall 2020**

Instructor

Dr. Kaye Holman
kaye.holman@colostate.edu
(970) 491-2139

Office Hours - Appointment Sign-up:
<https://kayeholman.acuityscheduling.com/>

CSU Catalog Description and Purpose of the 1-Credit Canvas-Based Course

ESS 487: Internship - Supervised work experience in professional settings related to Ecosystem Science and Sustainability.

Credits: Variable [1-6] (0-0-0)

Prerequisite: ESS 320

Registration: Written Consent of the Instructor

Term Offered: Fall, Spring, Summer

Grade Mode: S/U Satisfactory/Unsatisfactory ONLY

Special Course Fee: No

Students engaging in ESS 487: Internship in the Department of Ecosystem Science & Sustainability (ESS) are required to commit 1-credit of their internship placement in a career development-focused course primarily delivered as an online Canvas-based experience. The 1-credit Canvas-based portion of the course serves as a complement to the other ESS 487 credits and related internship placement.

Fall 2020 Cohort Meeting Time and Location: Week of September 7, 2020 - TBD through Doodle Poll

Course Objectives

In this course students will:

- Intern with an organization working in the fields of ecosystem science and/or sustainability;
- Examine, complete, and submit the various forms and documents in the ESS 487 Internship Guide, including the identification of their specific internship job functions and timeline for completion;
- Document experiential-based knowledge and skill gained through their placement;
- Evaluate their placement experience through journaling and reflection;
- Cultivate career-related skills in networking, informational interviewing, and/or job shadowing;
- Create a professional poster presentation related to their internship experience; and
- Review and evaluate their performance in coordination with their supervisor.

Course Materials & Equipment

Online Accounts

CSU Canvas Course Site	http://canvas.colostate.edu/
CSU Email	https://www.acns.colostate.edu/email-accounts/
LinkedIn	http://www.linkedin.com
Office 365	http://www.acns.colostate.edu/o365
Zoom	https://zoom.us/

Optional Online Account Tools

MS TEAMS App <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

Technology and Online Accounts

Students MUST have access to a computer and email to take this course since they are required to check their CSU email and access the course site on Canvas. Additionally, if students have not yet set up online accounts with LinkedIn, Office 365, and Zoom, they are asked to do so.

Note #1: If you will not have access to the Internet due to an extended internship placement in a remote, field-based location, it is your responsibility to find an alternate method to submit your assignments on time. Plan—in advance—for how you will meet assignment deadlines and make arrangements with the Instructor accordingly.

Note #2: If you do NOT want to be on LinkedIn, please notify the Instructor, so arrangement can be made without penalty to you.

Canvas Information & Technical Support

Canvas is where course content, grades, and communication will reside for this course.

- Login: canvas.colostate.edu
- Support: info.canvas.colostate.edu
- For passwords or any other computer-related technical support, contact the Central IT Technical Support Help Desk:
 - (970) 491-7276
 - help@colostate.edu
 - <https://www.acns.colostate.edu/technical-support-services/>

The [Technical Requirements](#) page identifies the browsers, operating systems, and plugins that work best with Canvas. If you are new to Canvas quickly review [the Canvas Student Orientation](#) materials.

- <https://www.online.colostate.edu/current-students/technical-support-and-requirements/>
- <https://colostate.instructure.com/courses/18480>

Course Policies and Expectations

Participation and Climate

The 1-Credit Canvas-based course is primarily hosted online through the Colorado State University (CSU) Canvas portal for ESS 487. Attendance in an initial cohort meeting, with all students registered in the course, is required and will be scheduled for the third week of class. Participation will be evaluated based on timely completion of assignments. All members of the course are expected to think, question, and problem-solve while respecting and honoring each other's rights to express thoughts and ideas.

Covid-19 Resources & Information for Students Who May Become Ill

CSU's Covid-19 Recovery website has detailed information and resources for members of the CSU Community: <https://covidrecovery.colostate.edu/>. Additionally, the PDF [Students Who May Become Ill and Cannot Complete Coursework](#) provides supporting guidelines for students and faculty.

Minimizing Impact

To minimize impact, most assignments will be submitted electronically, and supplemental materials will be posted on Canvas. When downloading materials, try to save and review them electronically. If you need to print, please use double-sided printing options.

Readings, Supplemental Materials, Assignments, Due Dates, and Points Distribution

Students are expected to access the ESS 487 Canvas site to (a) view the weekly Module, (b) read/review posted articles and supplemental materials and (c) complete assignments. Due dates for assignments are fixed and will be posted in Canvas. A Summary of Assignments, Dues Dates, and Points is on page 5 of the syllabus.

Writing, Grammar & Plagiarism

Good writing skills are essential in college and the workplace. Assignments should be well-organized, grammatically correct, and free of errors. Use grammar and spell checks and, if needed, seek assistance from the CSU Writing Center (<http://writingcenter.colostate.edu/>), which offers FREE support for students. **Plagiarism will not be tolerated.** To support academic integrity, some assignments may be submitted on Canvas using Turnitin.

Questions and Concerns

The Instructor has posted office hours on Acuity Scheduling and will be available to meet at those times and by special appointment. Students can access Acuity Scheduling and schedule a meeting at <https://kayeholman.acuityscheduling.com/>. Students needing to set up an appointment outside of posted times, should email the Instructor. Appointments can be arranged over the phone or through Zoom, or MS Teams. If you are experiencing difficulties, stuck on an assignment, unclear about a topic, or concerned about your grade, do not wait until the end of the semester to visit with the Instructor.

Changes to the Course Syllabus

The Instructor reserves the right to modify the syllabus to best accommodate student learning and make schedule adjustments. Such changes, while not anticipated, will be announced in class and shared in your CSU email and posted to Canvas.

Course Assignments & Grading

Policy on Assignment Submissions and Late Assignments

A few assignments may be submitted on paper, but most will be submitted electronically. Pay close attention to assignment instructions and due dates in Canvas. Additionally, follow the guidelines below on assignment submissions:

- **Assignments typically have a Friday due date and flexible 2-day grace period for submission.**
- Beyond the grace period in all weeks except the week of final exams, each day an assignment is late, 20% of available points will be lost.
- Assignments submitted more than a week (7 days) after the original due date will not be eligible to earn points but may still be reviewed for feedback.
- **The Assignment #16 due date is fixed with only the 2-day grace period.**

Assignment #16 MUST be submitted to provide supervisor confirmation the student has met the required number of placement hours (at least 180 total) for the internship.

Extra Credit

There will be no extra credit opportunities in ESS 487.

Grading

This course is offered on a pass/fail basis-only. For Assignments and Participation, there are 1,000 points to earn, and **Assignment #16 MUST be submitted to provide supervisor confirmation the student has met the required number of placement hours (at least 180 total) for the internship.**

At the end of the semester, grades will be assigned based on total points earned as follows:

Letter Grade	Total Points Earned
Satisfactory	700 - 1000
Unsatisfactory	0 - 699

While CSU does not use Satisfactory/Unsatisfactory grades in computing GPA, earning an Unsatisfactory grade in this course will mean that the credits taken will not count toward meeting degree requirements in the Department of Ecosystem Science & Sustainability. Additionally, CSU will not count any Unsatisfactory credits as meeting graduation requirements.

Information on CSU's grading policies is available at <http://catalog.colostate.edu/general-catalog/academic-standards/grading/>.



Summary of Assignments, Due Dates, and Points

	Due Date	Points Available	Points Earned
Assignments	Friday	970	
Introductions	9/4/20	25	
#1: Internship Documents & Registration	9/4/20	20	
#2: Calendaring—Tracking Hours & Setting Cohort Meeting	9/4/20	15	
#3: Cohort Meeting (date to be set for 3 rd week of class)	TBD	50	
#4: Internship-Related Journaling and Reflection—Round 1	9/11/20	35	
#5: Internship-Related Journaling and Reflection—Round 2	9/18/20	35	
#6: Resume & LinkedIn	9/25/20	75	
#7: Informational Interview <u>or</u> Job Shadow	10/9/20	150	
#8: Internship-Related Journaling and Reflection—Round 3	10/16/20	35	
#9: Internship-Related Journaling and Reflection—Round 4	10/23/20	35	
#10: Poster Presentation – Topic Selection & Outline	10/30/20	50	
#11: Internship-Related Journaling and Reflection—Round 5	11/6/20	35	
#12: Internship-Related Journaling and Reflection— Round 6	11/13/20	35	
#13: Poster Presentation – Draft Submission & Feedback	11/20/20	75	
#14: Poster Presentation – Submission	12/4/20	150	
#15: Internship-Related Journaling and Final Reflection	12/11/20	50	
#16: Supervisor Evaluation/Feedback & Hours Confirmation	12/18/20	100	
Participation		30	
Mid-Semester Participation Assessment	10/16/20	15	
End-of-Semester Participation Assessment	12/18/20	15	

Other Course Information

Academic Integrity and Student Conduct Code

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their actions; to observe national, state, and local laws and University regulations; and to respect the rights, privileges, and property of other people. Academic integrity lies at the core of our common goal: to create an intellectually honest and rigorous community. This course will adhere to the CSU [Academic Integrity/Misconduct](#) policy as found in the CSU General Catalog and the [Student Conduct Code](#).

Honor Pledge

Because academic integrity, and the personal and social integrity of which academic integrity is an integral part, is so central to our mission as students, teachers, scholars, and citizens, students will be asked to affirm the CSU Honor Pledge (<https://tilt.colostate.edu/Integrity/Pledge>) in completing work in this course. Further, to support and reinforce the value of exercising academic integrity at CSU and in this course, the Instructor will ask students to consider for themselves what it means to demonstrate academic integrity in their lives.

Inclusive Excellence and Principles of Community

This course is centered in practices of inclusive excellence and Principles of Community as advanced by the [CSU Office of the Vice President of Diversity](#). The Principles of Community— inclusion, integrity, respect, service, and social justice—support the Colorado State University mission and vision of inclusive excellence. See the complete outline for the Principles of Community at <https://diversity.colostate.edu/principles-of-community/>.

Universal Design for Learning

This course has been designed on principles of universal learning. This means that our classroom, our virtual spaces, our practices, and our interactions should be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning.

Student Disability Accommodations

If you are a student who will need accommodations in this class, please discuss your individual needs with the instructor in as timely a manner as possible. A verifying memo from the CSU Student Disability Center may be required before any accommodation is provided, so students who believe they may need accommodations are also encouraged to contact the CSU Student Disability Center at <https://disabilitycenter.colostate.edu/> or (970) 491-6385 (V/TDD) to begin the verification process.

Student Athletes or Students with Other University-Approved Circumstances

Students with university-approved circumstances requiring flexibility in due dates or testing should let the Instructor know within the first week of the semester.

Undocumented Student Support

Any CSU student who faces challenges or hardships due to their legal status in the United States and believes that it may impact their academic performance in this course is encouraged to visit [Student Support Services for Undocumented, DACA & ASSET](#) for resources and support.

Religious Observances

CSU does not discriminate on the basis of religion. Reasonable accommodation can be made to allow individuals to observe their established religious holidays. Students seeking an exemption from attending class or completing assigned course work for a religious holiday will need to fill out the [Religious Accommodation Request Form](#). If approved, the student will receive a memo from the Dean of Students to give to their professors/instructors. Students are asked to turn in the request forms as soon as the conflict is noticed. Similarly, unanticipated conflicts requiring a religious observance, such as a death in the family, can also be reviewed.

Third-Party Tools/Privacy

Please note that this course may require you to use third-party tools (tools outside of the Canvas learning management system), such as Zoom, MS Teams, and others. Some of these tools may collect and share information about their users. Because your privacy is important, you are encouraged to consult the privacy policies for any third-party tools in this course so that you are aware of how your personal information is collected, used, and shared.

Copyrighted Course Materials

Please do not share material from this course in online, print, or other media. Course material is the property of the Instructor who developed the course. Materials authored by third parties and used in the course are also subject to copyright protections. Posting course materials on external sites (commercial or not) violates both copyright law and the CSU Student Conduct Code. Students who share course content without the Instructor's express permission, including with online sites that post materials to sell to other students, could face appropriate disciplinary or legal action.

CSU Policy on Discrimination, Harassment, Interpersonal Violence, and Reporting Requirements

CSU's Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation policy designates faculty and employees of the University as "Responsible Employees."

This designation is consistent with federal law and guidance and requires faculty to report information regarding students who may have experienced any form of sexual harassment, sexual misconduct, relationship violence, stalking, or retaliation. This includes information shared with faculty in person, electronic communications, or in class assignments.

As "Responsible Employees," faculty may refer students to campus resources (see below), together with informing the Office of Support and Safety Assessment to help ensure student safety and welfare. Information regarding sexual harassment, sexual misconduct, relationship violence, stalking, and retaliation is treated with the greatest degree of confidentiality possible while also ensuring student and campus safety.

Any student who may be the victim of sexual harassment, sexual misconduct, relationship violence, stalking, or retaliation is encouraged to report to CSU through one or more of the following campus resources:

- Emergency Response 911
- Victim Assistance Team at: 970-492-4242.
- Tell Someone /Office of Support and Safety Assessment (970) 491-1350
- Colorado State University Police Department (non-emergency) (970) 491-6425

If you feel your rights have been compromised at CSU, several resources are available to assist:

- Student Resolution Center, 200 Lory Student Center, 491-7165
- Office of Equal Opportunity, 101 Student Services, 491-5836

See the full text of the university's policy and reporting requirements at:

<http://policylibrary.colostate.edu/policy.aspx?id=710>.