

NR 377 Pre-Internship
Colorado State University
Fall 2023 – 1 credit
8/23/23 – 12/11/23
Course Syllabus

Days, Time, Location: Wednesday, 4:00-4:50 pm MT, Michael Smith Natural Resources building, room 140

Canvas: <https://canvas.colostate.edu/>

Instructor: Paul Layden (970) 491-7393 paul.layden@colostate.edu
(he/him/his)

Sign-up for appointment with Paul:

<https://warnercnr.colostate.edu/hdnr/undergraduate-study/undergraduate-program-advising/>

Please fill out the NR 377 Student Information Survey online in Canvas which can be found in "Assignments".

COVID-19 Information All students are directed to report any COVID-19 symptoms to the university immediately, as well as exposures or positive test results from a medical provider or home test.

- If you suspect you have symptoms, or if you know you have been exposed to a positive person or have tested positive for COVID (even with a home test), you are directed to fill out the COVID Reporter (<https://covid.colostate.edu/reporter/>).
- If you know or believe you have been exposed, including living with someone known to be COVID positive, or are symptomatic, it is important for the health of yourself and others that you complete the online COVID Reporter. Do not ask your instructor to report for you.
- If you do not have internet access to fill out the online COVID-19 Reporter, please call (970) 491-4600.
- You may also report concerns in your academic or living spaces regarding COVID exposures through the COVID Reporter. You will not be penalized in any way for reporting.
- When you complete the COVID Reporter for any reason, the CSU Public Health Office is notified. Students who report symptoms or a positive antigen test through the COVID Reporter may be directed to get a PCR test through the CSU Health Network's medical services for students.

For the latest information about the university's COVID resources and information, please visit the CSU COVID-19 site (<https://covid.colostate.edu/>).

Instructional Methodology This 1-credit course meets face-to-face once a week for 50 minutes. A variety of instructional methodology will be used, including, but not limited to lectures by the instructor, in-class group activities/discussions, guest lectures, videos, audio clips and exploration activities. Content from all these types of methodologies may be included on the final exam.

Canvas Lecture outlines, some readings, and links to various references mentioned in class will be posted in Canvas. The syllabus will be regularly updated in Canvas; therefore, you must check the course in Canvas at least once a week if not several times a week.

Textbook Required: Internships in Recreation and Leisure Services: A Practical Guide for Students by Seagle, E.E., Smith, T.B., & Smith, R.W. 2017, 6th edition, Sagamore. The textbook is available through the CSU Bookstore via hard copy or electronic copy.

Packet Required: "NRRT 487 Internship Guide" at <https://warnercnr.colostate.edu/hdnr/undergraduate-study/internships/>. Please note that this is a publicly available web address, in other words it is not password protected; you do not need to go through Canvas to access the Internship Guide.

Course Description NR 377 Pre-Internship is the first half of two-part internship experience for students majoring in Natural Resource Tourism and Human Dimensions of Natural Resources at Colorado State University. It is designed to prepare you for the experiential learning you will do with an employer as your actual internship for credit in NRRT 487 Internship. Your internship, NRRT 487, will be a 4 or 5-credit, 400-hour work experience during which you will learn about a specific profession and decide whether you want to pursue it as the first stage in your career.

This course WILL NOT provide you with a ready-made internship, but rather, help facilitate your search for an internship that fits your personal and professional goals and provide you with the tools to find an internship.

Student Learning Objectives

Upon successful completion of this course, students will be able to:	Course assessment(s) that address this objective:
• Articulate their professional goals as they relate to their future career path(s)	• Goal Statement
• Describe a job or internship that they might want to do that aligns with their future professional goals	• Internship Profile • Informational Interview
• Explain how to manage their online presence to increase the likelihood of being employed	• LinkedIn Profile • Final Exam
• Describe the purposes and procedures for obtaining an internship and future work experience	• NRCC Mailing List • Handshake Profile • Microsoft OneDrive Folder • Final Exam
• Describe the importance of professionalism and ethics in the workplace	• Final Exam
• Construct their profile in Handshake so that it showcases their knowledge, skills and abilities in such a way as to be appealing to prospective employers	• Handshake Profile
• Construct a cover letter and resume for a real or imaginary job that describes their qualifications to get a job interview	• Cover Letter and Resume • Final Exam
• Examine their background and upbringing so they can think about how they became the person they are today and how that has influenced their professional goals	• Soul Search Worksheet
• Justify why they are qualified for a specific job or internship	• Internship Profile • Cover Letter • Certification Assessment • Job Skills Analysis
• Formulate ideas for a future career path as it relates to their background, upbringing, and professional goals	• Soul Search Worksheet • Goal Statement
• Explain several ways to prepare for various types of job interviews	• Final Exam

Assessments & Grading The homework assignments in this class are specifically designed to build upon each other. The NRCC Mailing List and Handshake Account will help you start getting an idea of the types of jobs and internships that might be of interest to you. The Soul Search Worksheet will help you complete the Goal Statement. The Goal Statement will help when you put together your Cover Letter and Resume. And the Cover Letter and Resume should help prepare you for the Professional Development Activity. The Internship Profile assignment should help get you started on the path for finding an internship. Assignments will be graded in Canvas. You can see what your grade is at any point in the semester by looking in Canvas.

	<u>Points</u>
Class Participation: 15 Knowledge Checks/Polls at 5 points each	75
Final Exam: Mandatory	100
Worksheet: Soul Search	0
Assignments: 1 - NRCC Mailing List	10
2 - Handshake Account	10
3 - Goal Statement	100
4 - Internship Profile	30
5 - Cover Letter & Resume	100
6 - LinkedIn Profile	30
7 - Professional Development Activity	35
8 - Microsoft OneDrive Folder	<u>10</u>
Total	500
Extra credit: Additional Prof. Development Activity	25

You must keep a copy of all work created for the course, including work submitted through Canvas.

Grade Breakdown - Grading in the course is traditional and will be done based on the total number of points (not a percentage) you receive where:

450 - 500 = A

400 - 449 = B

350 – 399 = C

300 – 349 = D

< 300 = F

**Course
Policies**

Class Times - Class will begin promptly at 4:00 pm and go until 4:50 pm. It is expected that you will make every effort to arrive to class on time.

Attendance and Participation - Students who are serious about their education, their internships, and **careers** should make every effort to attend classes. Please try your best to arrive to class on time. It is not only impolite, but it interrupts the learning process when someone walks in late to the classroom. As per Colorado State University policy, students participating in university- sanctioned events will be allowed to make up missed work. Appropriate sanctioned activities include NCAA athletics, club sports and competitions, conferences and workshops recognized by CSU not related to academics, commitments on behalf of CSU (ASCSU, marching band, etc.) and professional activities recognized by CSU related to academics. Students anticipating sanctioned absences must provide the instructor with a list of absences from a coach, faculty, or staff member as soon as possible after the start of the semester. It is your responsibility to inform the instructor of any changes in dates.

If you miss class due to illness, family emergency, or some other crisis situation, you **MUST** contact CSU Student Case Management (<https://studentcasemanagement.colostate.edu/>) and they will work with you to guide you through resources available on and off campus, and if necessary, confirm the crisis with you and communicate with your instructors on your behalf. I will only work with students to give them extended deadlines, make-up assessments, or excused assessments that miss class due to a personal crisis if they have first contacted Student Case Management and their office has confirmed the crisis with me.

If you miss class, it is your responsibility to contact another student in the class and look at their notes and the lecture(s) in Canvas for the material you missed. If, after you review this information you have questions, please speak with the instructor. Please note that not all guest speakers will have their lectures available in Canvas, so it is strongly recommended that you take notes for all guest speakers.

Class Participation Points – class participation points will be recorded using the iClicker system with knowledge checks and or polls during each class session. These knowledge checks will be done one or more times during each lecture and will count for 5 points total for each class session with a grand total of 75 points or 15% of the final grade for NR 377.

If you miss class and it is not due to a university-sanctioned absence or personal crisis confirmed by Student Case Management, you will not be allowed to make up the class participation points for that class session.

Final Exam - The final exam will be partially cumulative across the semester. It will focus mostly on the NRRT 487 Internship Guide. The final exam will only be available on campus in a face-to-face format and will be closed note and closed book.

This paragraph is an Easter Egg, or hidden surprise in the syllabus. The first 3 students that email the instructor with the words, “Easter Egg NR 377” in the subject line of the email will receive 10 bonus points toward their grade in NR 377 at the end of the Fa ’23 semester.

Classroom Conduct and Expectations - It is important to maximize opportunities for learning. Therefore, all students are expected to be attentive, polite, and not distract the instructor or other students. Private conversations, reading newspapers, sleeping, coming to class late or leaving early are out of place in a learning environment. If you are disturbing the class or detracting from the learning environment, **THE INSTRUCTOR WILL TALK TO YOU ABOUT YOUR BEHAVIOR THAT IS INTERRUPTING THE CLASS AND RESERVES THE RIGHT TO ASK YOU TO LEAVE THE ROOM AS PER UNIVERSITY POLICY.** You are welcome to join the class at the next lecture.

Personal electronic devices – With the exception of audio recording or assistive devices for a disability, all electronic devices must be turned off during lectures and guest speakers. You may only use your cell phone to participate in iClicker polls and knowledge checks or to take notes or take photos of lectures. Any other use of your cell phone in class is not allowed.

Reading Assignments – Reading assignments are to be done before class. The reading assignments in the "Internships in Recreation and Leisure Services" textbook and the online readings are meant to supplement the lectures. Sometimes the lectures directly relate to what is presented in the textbook or online readings, sometimes they indirectly relate to the readings. The NRRT 487 Internship Guide is available online only.

The Importance of a College Syllabus - Your college syllabus in ANY college class is a roadmap to success. Periodic updates will be made to the syllabus in Canvas and announced in class. Hence, you should check it frequently for changes in dates and topics.

Academic Integrity/Misconduct – This course will adhere to the Academic Integrity/Misconduct policy in the Colorado State University General Catalog (<http://catalog.colostate.edu/general-catalog/policies/students-responsibilities/#academic-integrity>) which reads in part as follows: "Course instructors are expected to use reasonably practical means of preventing and detecting academic misconduct. Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or University disciplinary action. Examples of academic misconduct include (but are not limited to):

1. Cheating: Cheating includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the instructor in the course syllabus or class presentation.
2. Plagiarism: Plagiarism includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment, and is related only to work submitted for credit. Also included is the failure to cite sources properly; sources must always be appropriately referenced, whether the source is printed, electronic or spoken.
3. Unauthorized Possession or Disposition of Academic Materials: Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations, term papers, or other academic work; stealing another student's work; and using information from or possessing exams that an instructor did not authorize for release to students.
4. Falsification: Falsification encompasses any untruth, either verbal or written, in one's academic work.
5. Facilitation of any act of Academic Misconduct: Facilitation of any act of academic misconduct includes knowingly assisting another to commit an act of misconduct."

Furthermore, instructors shall adhere to the procedures specified in the policy when they allege academic misconduct has occurred.

Each homework assignment, and the final exam will have an Honor Pledge for students to sign, or they can write out the following statement on their quiz or homework and sign next to it:

"HONOR PLEDGE: I have not given, received, or used any unauthorized assistance"

A student's decision to forego signing the honor pledge will not be used as evidence of academic misconduct and shall not negatively impact a student's grade.

If you are uncertain about CSU's expectations for your academic work, please consult the Academic Honesty and Integrity Program [website](#). You can also view a short [video of CSU students discussing academic integrity](#) in their own words. Please also see the linked information on appropriate approaches to collaborating with your peers and when using third-party study/help sites could be problematic.

Writing and Grammar - It is expected by this point in your academic career you are developing or have developed good writing skills. Consequently, written work is expected to be concise, organized and with minimal errors. Grammar and spelling will be regular criteria for grading. You are strongly encouraged to HAVE SOMEONE PROOFREAD YOUR

ASSIGNMENTS before you submit them if you have difficulty with grammar and spelling (software-based grammar and spell-checkers don't always catch all errors). You are more than welcome to use the services of the CSU Writing Center (<http://writingcenter.colostate.edu/>).

Use of Homework Helper Websites or Apps - The use of online "homework helper" sites including, but not limited to, Chegg, Course Hero, NoteHall, Quizlet, and Koofers is not permitted in this course. Please reach out to the instructor to discuss if a specific service you are thinking about using for this course is acceptable.

Use of these types of resources will be considered receiving unauthorized assistance and, therefore, a violation of the student conduct code. Using them may result, at the discretion of the instructor, in a zero for the course, assignment, quiz, or exam. All incidents of this type will be referred to the CSU Student Resolution Center and may be subject to additional University disciplinary action.

Communication - If you send an email to the instructor, you must communicate professionally in that email. That means there is descriptive text in the subject line, a greeting, a body stating the purpose of the mail, a closing, and a signature area. If the instructor sends an email to you, they will send it to your CSU email account. It is your responsibility to regularly check this account, or have it forwarded to an external email account (i.e., Gmail, Yahoo, Hotmail, etc.) and make sure that your spam filters allow emails from the colostate.edu domain through to your inbox. For more information, please go to <https://eid.colostate.edu/csusystem/>.

Late Assignments – Assignments will be accepted up to 7 calendar days after their respective due date. **Ten percent (10%) of the points per working day (Mon – Fri) will be taken off for any assignment turned in late.** Any assignments not received will be recorded as a zero in the Grade Book.

Extra Credit - There will one extra credit assignment, the Informational Interview, which is worth 25 points.

Reasonable Accommodations – Documented Disabilities - Please notify the instructor if you will need reasonable accommodations for a documented disability. The Student Disability Center <http://rds.colostate.edu/> (SDC) has the authority to verify and confirm the eligibility of students with disabilities for the majority of accommodations. While some accommodations may be provided by other departments, a student is not automatically eligible for those accommodations unless their disability can be verified and the need for the accommodation confirmed, either through SDC or through acceptable means defined by the particular department. Faculty and staff may consult with the Student Disability Center staff whenever there is doubt as to the appropriateness of an accommodative request by a student with a disability.

The goal of SDC is to normalize disability as part of the culture of diversity at Colorado State University. The characteristic of having a disability simply provides the basis of the support that is available to students. The goal is to ensure students with disabilities can be as successful as they have the capability to be. Support and services are offered to students with functional limitations due to visual, hearing, learning, or mobility disabilities as well as to students who have specific physical or mental health conditions due to epilepsy, diabetes, asthma, AIDS, psychiatric diagnoses, etc. Students who are temporarily disabled are also eligible for support and assistance.

Any student who is enrolled at CSU, and who self-identifies with SDC as having a disability, is eligible for support from SDC. Specific accommodations are determined individually for each student and must be supported by appropriate documentation and/or evaluation of needs consistent with a particular type of disability. SDC reserves the right to ask for any appropriate documentation of disability in order to determine a student's eligibility for accommodations as well as in support for specific accommodative requests. The accommodative process begins once a student meets with an accommodations specialist in the Student Disability Center.

Title IX/Interpersonal Violence - For the full statement regarding roles and responsibilities about reporting Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and the retaliation policy please go to: <https://titleix.colostate.edu/>

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

- Student Resolution Center, 200 Lory Student Center, (970) 491-7165
- Office of Equal Opportunity, 101 Student Services, (970) 491-5836

A note about interpersonal violence - If you or someone you know has experienced sexual assault, relationship violence and/or stalking, know that you are not alone. Instructors are required by law to notify university officials about direct or indirect disclosures related to interpersonal violence. Confidential victim advocates are available 24 hours a day, 365 days a year to provide support related to the emotional, physical, physiological and legal aftermath of interpersonal violence. Contact the Victim Assistance Team at: (970) 492-4242.

CSU is committed to supporting students who are experiencing undue hardship and providing emergency funds when possible and food relief for our CSU community. If you find yourself in need of emergency funds, please contact the instructor for information about the Department of Human Dimensions of Natural Resources Rough Patch Rescue Fund, reach out to the Office of Financial Aid <https://financialaid.colostate.edu/resources/>.

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 <https://undocumented.colostate.edu> for resources and support. Additionally, only if you feel comfortable, please notify the instructor so they may pass along any additional resources they may possess.

Religious Observances - CSU does not discriminate on the basis of religion. Reasonable accommodation should 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 and turn it in to the Division of Student Affairs, located on the second level of the Administration building.

Students can obtain a form online: <https://studentaffairs.colostate.edu/resource/request-form-for-class-absences-related-to-faith-belief-and-or-religious-observance/> or from the Division of Student Affairs. Once turned in, the Division of Student Affairs will review the request and contact the student accordingly. If approved, the student will receive a memo from the Dean of Students to give to their 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.

CSU Principles of Community

Inclusion: We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents and contributions.

Integrity: We are accountable for our actions and will act ethically and honestly in all our interactions.

Respect: We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.

Service: We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.

Social Justice: We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.

If you are concerned about your grade in NR 377 then you should contact the instructor AS SOON AS POSSIBLE. Do not wait until the end of the semester if you are having problems with the lectures or assessments.

NR 377 Course Schedule and Reading Assignments

<< Subject to modification >>

You will be notified of all changes in class and the syllabus will be updated in Canvas.

Module	Date	Topics	Readings	Activities Due
1	Aug 23	Instructor & Course Introduction, Syllabus and Class Format	NR 377 Syllabus	
2	Aug 30	Internship Rationale; Goals of NR 377 & NRRT 487	Seagle: Chap. 1 "11 Reasons Why Doing Internships Can Benefit Your Career"	Student Info Survey by 11:59 pm MT, Fri, 9/1/23 NRCC Mailing List by 11:59 pm MT, Fri, 9/1/23
3	Sep 6	Your Values and Goals - Planning Your Future	Seagle: Chap. 2 "Graduating and Looking for Your Passion? Just Be Patient" "Grit: the power of passion and perseverance" (Ted talk video)	Handshake Account by 11:59 pm MT, Fri, 9/8/23 OPTIONAL: Soul Search Worksheet
4	Sep 13	What can I do for my internship? Where can I do my internship?	HDNR Career Overview handout "2023 Guide to Green Careers - All You Need to Know" "A How-To Guide for Pursuing a Career in Natural Resources" "What is the Hospitality Industry? Job Titles & Skill Sets" HDNR & NRT Majors Internship Playlist on YouTube	Goal Statement by 11:59 pm MT, Fri, 9/15/23
5	Sep 20	Recent Intern: Ally Beilman – Town of Breckenridge Recreation Center The Role of the Internet In Your Job Search	Seagle: pages 57-65 "How to use LinkedIn as a College Student" "How to Manage Your Online Reputation"	
6	Sep 27	Cover Letters	Seagle: Chap. 4 "Don't Make These 8 Cover Letter Mistakes"	Internship Profile by 11:59 pm MT, Fri, 9/29/23
7	Oct 4	Resumes Part I of II	Seagle: Chap. 5 "How Long Do Hiring Managers Look at a Resume?"	
8	Oct 11	Resumes Part II of II	Seagle: Chap. 5 "Employers Seek Key Attributes on College Grads' Resumes as Their Focus on GPA Wanes"	LinkedIn Profile by 11:59 pm, Fri, 10/13/23
9	Oct 18	In-Class Cover Letter & Resume Swap	No reading	Bring hard copies of your Cover Letter, Resume & job announcement to class

10	Oct 25	Interviewing Guest lecture by Sam Palmer, WCNR Career Education Manager	Seagle: Chap. 6	Cover Letter & Resume by 11:59 pm MT, Fri 10/27/23
11	Nov 1	Alumni Panel - Kathryn Guy – Larimer County Conservation Corps - Crystal Van Kull – Rocky Mountain Holiday Tours - Jim Krick – City of Longmont Parks & Natural Resources	No reading	
12	Nov 8	Employer presentation – Ericka Garcia- Travis, Manager Workforce Development & Ryan Fry, Sm '23 CSU Intern – KOA Organizing Your Job Search	Seagle: Chap. 3 "A Guide for Juggling Multiple Job Offers and Coming Out on Top"	
13	Nov 15	Recent Intern: Emily Bates – Campfire Ranch, Gunnison, CO Professional Organizations, Professional Development, & Ethics; Importance of Your Internship	"How To Succeed in Your First Job After Graduation in 7 Steps"	Professional Development Activity by 11:59 pm MT, Fri, 11/17/23
	Nov 22	NO CLASS – FALL RECESS		
14	Nov 29	New Job Preparation, Networking & References	Seagle: pages 61-67 Seagle: Chap. 7	
15	Dec 6	Internship Guide & Course Requirements for NRRT 487	NRRT 487 Internship Guide	Microsoft OneDrive Folder by 11:59 pm MT, Fri, 12/8/23 Professional Development Activity for extra credit by 11:59 pm MT, Fri, 12/8/23 Course Evaluation by 11:59 pm MT, Fri, 12/15/23
	Dec 11	FINAL EXAM – Mon, Dec 11, 2023 --4:10 pm - 6:10 pm, MSNR 140		

Revised October 11, 2023