



Undergraduate Internship Experience Non-Credit Course Guidelines and Syllabus ATS/ENSC/GEO/GEOG/OC 004

Experience Name: Undergraduate Internship Experience

Coordinating College, Department, Unit: College of Earth, Ocean, & Atmospheric Sciences

Time Commitment: 10 weeks (3 hours/week minimum)

Instructor/advisor/mentor names: Andrea Nelson

Instructor/advisor/mentor emails: Andrea.Nelson@oregonstate.edu **Instructor/advisor/mentor phone:** 541-737-1274

Link to Instructor/advisor/mentor bio: <https://ceoas.oregonstate.edu/profile/nelsona/>

Teaching Assistant name and contact info: Administration of course handled centrally by Dr. Nelson and team. Individual site supervisors engage in providing this experience, Dr. Nelson is the instructor of record in Banner. Students complete approval form with site supervisor.

Course Description

This non-credit undergraduate internship experience provides students with basic personal and professional skills that can be used within and outside of a work setting. Through practice, this experience guides students in building and maintaining positive professional relationships, networking/mentoring relationships, and enhances students' understanding of the connection between theory and practice in their respective disciplines.

Student Learning Outcomes

- Link academic theories to practice in their discipline
- Apply knowledge, skills, and experience from the academic setting to the work environment
- Acquire new knowledge or skills through challenging and meaningful activities
- Reflect on the content and process of the internship experience
- Advocate for their own learning in alignment with the goals for the internship
- Demonstrate satisfactory professional skills in the workplace
- Build and/or maintain positive professional relationships
- Demonstrate awareness of community and/or organizational issues related to goals for the internship
- Identify, clarify and/or confirm professional direction connected to the academic endeavor and/or career path
- Develop self-understanding, self-discipline, maturity and confidence
- Develop strong networking/mentoring relationships

Assessment of Student Learning Students' non-credit course registration will result in the "SC-successful completion" mark on their transcript for a non-credit undergraduate internship experience after satisfying the following requirements:

- At least thirty (30) hours of student engagement in activities related to the planning and execution of the internship project (3 hours per week over 10 weeks)
- At least two (2) structured opportunities to reflect and self-assess and detail what students have learned at different stages through the process of completing their culminating project
- Creation of a culminating project report that challenges students to achieve beyond their current ability levels by integrating and applying knowledge and skills from across the program of study
- A satisfactory Site Supervisor Evaluation

Failure to complete these requirements will result in the "NSC- Non-successful completion" mark on their transcript.

Statement Regarding Students with Disabilities

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

Accessibility

If you require accommodations please contact [Disability Access Services \(DAS\)](#).

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.

Expectations for Student Conduct

Student conduct is governed by the university's policies, as explained in the [Student Conduct Code](#).

Academic Integrity

Students are expected to comply with all regulations pertaining to academic honesty. For further information, visit [Student Conduct and Community Standards](#), or contact the office of Student Conduct and Mediation at 541-737-3656.