

**AEC 4932 Building a Foundation for Extension Internship Success**  
**Spring 2021 • Section: BFIS • Course Number: 23517**  
**Tuesday • 6:15 PM • Straughn Center 2142 Shealy Drive**

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#### **PREREQUISITE**

Students enrolled in AEC 4932 must be accepted into the summer Extension Internship Program.

#### **COURSE DESCRIPTION**

This course is designed to provide *UF IFAS Extension Interns* a preservice experience that will lead to creating a pipeline of students seeking careers in extension in the state of Florida. Students will be exposed to the dynamics of extension and develop a better understanding of the positive influence extension has on people's lives, the local community, the state of Florida and the country. Further, students will develop a project proposal, implementation plan and strategies in preparation for their internship.

#### **LEARNING OUTCOMES**

- Briefly discuss the history and purpose of the Land Grant Mission
- Examine the purpose and structure of extension at the local, state and federal level
- Identify the services, resources and programs provided by extension to the citizens of the state of Florida
- Identify career, professional development, and service-learning opportunities in extension
- Review extension job descriptions to better understand the responsibilities connected to the extension internship experience
- Identify and connect with UF, IFAS and extension resources, services, faculty, staff and peers that contribute to personal and professional development of its extension faculty and staff
- Develop programmatic plans for an event or activity to be implemented during the internship

## COURSE OVERVIEW

<b>Week</b>	<b>Day</b>	<b>Topic/Speaker</b>	<b>Description/Reading</b>
<b>1</b>	January 12	<b>What is the purpose of this course?</b>	<ul style="list-style-type: none"> <li>• Syllabus overview, instructors, mentor and student introductions</li> <li>• Pre-service evaluation</li> <li>• Contracts and Outreach to Supervisors</li> <li>• Project Introduction and Description</li> </ul>
<b>2</b>	January 19	<b>The Hiring Process, Youth Protection, FERPA, Confidentiality, etc.</b>	<ul style="list-style-type: none"> <li>• Beth McLaughlin, UF/IFAS Business Services</li> <li>• Dr. Charlotte Emerson</li> </ul>
<b>3</b>	January 26	<b>What is a Land Grant Institution?</b>	<ul style="list-style-type: none"> <li>• Dr. Elaine Turner</li> <li>• Posted readings in Canvas</li> </ul>
<b>4</b>	February 2	<b>Extension and County Government</b>	<ul style="list-style-type: none"> <li>• Dr. Tom Obreza</li> <li>• Dr. Matt Benge</li> </ul>
<b>5</b>	February 9	<b>“A day in the life” of a Florida UF/IFAS Extension Agent</b>	<ul style="list-style-type: none"> <li>• Brad Burbaugh</li> <li>• Dr. Larry Arrington</li> </ul>
<b>6</b>	February 16	<b>Tour of Alachua County UF/IFAS Extension Office</b>	<ul style="list-style-type: none"> <li>• More information will be available the week before the tour (safety precautions, meeting time and place, etc.)</li> </ul>
<b>7</b>	February 23	<b>In Class Proposal Discussion- Individual Projects</b>	<ul style="list-style-type: none"> <li>• Prepare a one-page description of the project, estimated budget, audience, and other important details</li> <li>• Grading rubric is posted in Canvas</li> </ul>
<b>8</b>	March 2	<b>Before You Apply- Do’s and Don’ts!</b>	<ul style="list-style-type: none"> <li>• Carr, Dr. Obreza,</li> <li>• Preparing a Cover Letter and Resume/CV</li> <li>• Preparing an Application</li> <li>• Preparing to Interview</li> <li>• Setting up an Interview (Call the designated CALS Rep to set up)</li> </ul>
<b>9</b>	March 9	<b>One-on-One Review of Student Materials</b>	<ul style="list-style-type: none"> <li>• Carr, Obreza, Imler, Myers, Gouin, Imler, Barnett, Krebs, Shellhouse,</li> </ul>
<b>10</b>	March 16	<b>District Extension Director/ Extension Agent Panel</b>	<ul style="list-style-type: none"> <li>• Panel TBD</li> <li>• Develop 5 questions to ask the panelists</li> </ul>
<b>11</b>	Week of March 22	<b>Mock Interviews</b>	<ul style="list-style-type: none"> <li>• Myers, Emerson, Carr, Imler, Gouin, Herrerra, Benge, Pracht, Forthun, Fletcher</li> </ul>
<b>12</b>	March 30	<b>Presentation Workday</b>	<ul style="list-style-type: none"> <li>• On your own</li> </ul>
<b>13</b>	April 6	<b>Project Presentations (11)</b>	<ul style="list-style-type: none"> <li>• In class</li> </ul>
<b>14</b>	April 13	<b>Project Presentations (11)</b>	<ul style="list-style-type: none"> <li>• In class</li> </ul>
<b>15</b>	April 20	<b>Final Class Discussion/Reflection “After the Hire”</b>	<ul style="list-style-type: none"> <li>• Dr. Tom Obreza</li> <li>• Post course evaluation</li> <li>• Where to find Job Postings (Gator Jobs)</li> </ul>
	Final Exam Period	<b>Project Presentations</b>	<b>IF NECESSARY</b>

## ASSIGNMENTS

(Grading rubrics and additional details will be provided in Canvas)

<b>Assignment</b>	<b>Description</b>	<b>Points</b>	<b>Due Date</b>
Attendance	5 pts per class	75	Weekly
Discussion Responses (Prompts will be provided in Canvas)	Discussion topics @ 50 points each: 1. Extension Office Visit 2. The Land-Grant 3.TBD 4. Overall Course Reflection <b>All responses will be submitted in Canvas</b>	200	TBD
Youth Protection Training, Institutional Review Board Training and FERPA Training	Training can be completed in myufl. Submit completion certificate in Canvas	75	January 12
Project Proposal	Grading rubric can be found in Canvas	100	February 23
IFAS Extension Agent Interview	Students are expected to re-interview the UF/IFAS Extension Agent (from your visit over the break) to interview and submit the transcript of the interview	100	March 9
Finalized Resume/Cover Letter	Students are required to finalize a resume that encompasses who they are as student and future professional	100	March 16
Mock Appointment Scheduling and Interview Evaluation	Grading rubric can be found in Canvas	50	March 23
Professional Development Workshop/Seminar	Students are required to attend an out of class workshop/seminar and submit a two-paragraph reflection.	50	March 26
Final Project-Written Submission	Grading Rubric can be found in Canvas	150	April 23
Final Project- Presentation	Grading Rubric can be found in Canvas	100	In class
<b>TOTAL POINTS</b>		<b>1000</b>	

## GRADING

All out-of-class assignments, reflections, and projects **MUST** be typed in 12 font, Times New Roman, 1” margins. Include first and last name and UF ID on all submissions.

### GRADING SCALE

A	93-100 %	C	73-75 %
A-	90-92 %	C-	70-72 %
B+	86-89 %	D+	66-69 %
B	83-85 %	D	63-65 %
B-	80-82 %	D-	60-62 %
C+	76-79 %	E	59 and below

### UF GRADING POLICIES

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

### USE OF E-MAIL

Students are **REQUIRED** to be able to send and receive e-mail using your **ufl.edu account**.

### CANVAS

Students are expected to utilize the online course delivery system, Canvas, on a regular basis. All grades, course communication and announcements will be posted in this venue.

### ATTENDANCE

Given the importance of class discussion and participation in demonstrations and exercises, it is not possible for a student to perform satisfactorily in the course without regular attendance. Students are required to attend class and to be in class on time. Students are always responsible for making up excused work in a timely manner. Students who are repeatedly absent, even with a doctor’s excuse, will find it difficult to succeed in this course. (NOTE: A note from the Student Health Care Center is not considered an “official” excuse.) A student’s grades will be lowered if they repeatedly miss class or are habitually late. Tardy arrivals (anything after five minutes after class starts) are counted the same as absences. Requirements for class attendance and make-up assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

#### **Late assignment policy:**

A 10-percent per day deduction will be assessed for assignments turned in late. Work more than a week late will not be accepted. This policy will be strictly enforced. Requirements for class attendance and assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

### **DIGITAL DEVICES (cell phones, iPads, and laptops):**

Students are asked to turn off their cellular phones before entering the classroom. Unless students are taking notes on their laptops, laptops should be OFF during class. If students are found using any type of social media or texting, they will be asked to turn off their digital device.

### PROFESSIONALISM

Educators and learners are professionals guided by specific values and engaging in particular behaviors. These values and behaviors include respect, cooperation, active participation, intellectual inquiry, punctuality, and regular attendance. In addition to what you know and can do, you will be evaluated on your growth as a professional. Professional characteristics on which you will be judged include punctuality, attendance, collegial attitude, and participation. Because this course relies extensively on discussion and other class interactions, attendance is crucial to your success and that of your classmates. If you are ill or an emergency occurs, contact your instructor **PRIOR TO** the scheduled class time; otherwise, your attendance and participation are firm expectations.

### PLAGIARISM

A student who represents another’s work as the original work of the student is plagiarizing. If you do not think you will get caught plagiarizing, you are wrong. Plagiarism will be dealt with up to the full extent of the UF Honor Code, including a zero for the assignment and possibly a zero for the entire semester. A full explanation of plagiarism and its consequences can be found at <http://web.uflib.ufl.edu/msl/07b/studentplagiarism.html>

## ACADEMIC HONESTY

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Student 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.”*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams).

Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

## 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.

## CAMPUS RESOURCES

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. Resources include:

- **Career Connections Center**, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)
- **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.
- **Dean of Student’s Office:** 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, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)
- **The Disability Resource Center (Services for Students with Disabilities)** coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations in the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues.
- **University Counseling & Wellness Center**, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/) Counseling Services Groups and Workshops Outreach and Consultation Self-Help Library Training Programs Community Provider Database
- **U Matter We Care:** U Matter, We Care is an umbrella for care-related programs and resources for students and employees. It includes a program to train people to recognize the signs of distress and to provide help. It also includes a website of care-related resources, as well as a centralized phone number (352-294-CARE) and email address ([umatter@ufl.edu](mailto:umatter@ufl.edu)) for those seeking help or wanting to help others. [www.umatter.ufl.edu](http://www.umatter.ufl.edu)

## DIVERSITY, INCLUSION AND EQUITY

The University of Florida’s College of Agricultural and Life Sciences supports the University of Florida’s commitment to diversity, inclusion, and equity. By fostering a sense of belonging for students, staff and faculty while leveraging the uniqueness of the people who study and work at the university, we believe our campus community is enriched and enhanced by diversity, including but not limited to race, ethnicity, national origin, gender, gender identity, sexuality, class, and religion.

We will strive to create a learning environment for our students that supports diversity of thoughts, perspectives, and experiences while honoring your identities.

### **Physical Classroom COVID Policy Updates:**

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms, please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#)

### **Zoom Classroom COVID Policy Update:**

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

### **COVID Safety Essentials:**

During face to face instruction, faculty and students must adhere to the following practices:

- *Physical Distancing*: Whenever possible, maintain a physical distance of 6 feet from others while on the University of Florida properties and in common spaces until further notice.
  - *Face Coverings*: Face coverings are required inside all campus buildings.
  - *Wash Hands Frequently*: Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
  - *Stay Home When Sick*: If you are sick, please stay home. Avoid close contact with people who are sick.
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## COVID SAFETY OVERVIEW

This course will be taught face-to-face, all students are expected to attend face-to-face unless they are COVID positive, have symptoms of COVID or are believed to have been exposed to someone with COVID.

### Student Requirements:

- Students are expected to follow the requirements set forth by the University and in line with CDC recommendations for gatherings.
  - Per University guidelines, face masks are required inside UF buildings.
  - Per University guidelines, physical distancing is required in UF buildings.
- You are welcome to pledge your commitment through the Student Government initiative - #IpledgeFlorida.

### Instructor Requirements:

- Instructors are expected to follow the requirements set forth by the University and in line with CDC recommendations for gatherings.
  - Per University guidelines, face masks are required inside UF buildings.
  - Per University guidelines, physical distancing is required in UF buildings.
- Instructors are welcome to pledge your commitment through the Student Government initiative - #IpledgeFlorida.

### Ingress & Egress Process:

- 15 minutes prior to the start of the scheduled face-to-face class meeting, the instructor will sanitize the door handle and prop the door open for Ingress.
- Physically distanced seating will be marked within the classroom
- Students will enter the classroom through the open door and locate a physically distanced seat, being mindful of others entering the classroom space.
- Egress of students will occur in a physically distanced manner, with students taking primary responsibility to be respectful of their peers in offering adequate spacing.

### Cleaning Procedures:

- Door handles will be sanitized upon entry to the classroom.
- Any shared equipment will be wiped down before and after use.
- Each marked seat will be wiped down by the instructor upon entry or a wipe provided to students upon entry to do so individually.

### Contingency Plans:

- In case of instructor illness, class may be moved to the Zoom platform at any time.
- In case of student illness, student should notify instructor of their absence per course policies.
- In the event the university cancels in-person instruction, scheduled face-to-face classes will be moved to Zoom and reformatted to continue meeting course objectives.

### Other:

- If a class activity utilizes a shared element, hand sanitizer will be provided for use during the activity.
- During expected presentations for the class, physical distancing will be followed.

For additional information regarding the University of Florida's policies and recommendations for best practices, please visit <https://coronavirus.ufl.edu/>.