

Building a Foundation for Extension Internship Success

AEC 4932

Spring 2025, 1 Credit



Instructors

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Class Times

TBD

Location

2025 McCarty Hall D

Course Description

This course is designed to provide **UF/IFAS Extension Interns** with pre-service experiences 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.

Course Objectives

- 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 who 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 Design

Week	Week of	Topic/Speaker	Description/Reading
1	January 13	What is the purpose of this course? What is Extension Scavenger Hunt	<ul style="list-style-type: none">• Syllabus overview, instructors, mentor and student introductions• Contracts and Outreach to Supervisors• Project Introduction and Description• Dr. Peyton Beattie (Scavenger Hunt)
2	January 20	MLK Jr Holiday The Hiring Process, Youth Protection, FERPA, Confidentiality, etc.	<ul style="list-style-type: none">• Correspondence Via Email• Julie Wilson, Agricultural Education and Communication Department• Keith Gouin
3	January 27	What is a Land Grant Institution?	<ul style="list-style-type: none">• Dr. Karla Shelnett• Posted readings in Canvas
4	February 3	Past Intern Panel	<ul style="list-style-type: none">• Past Extension Interns
5	February 10	Program Development and What to Expect from your Internship	<ul style="list-style-type: none">• Dr. Peyton Beattie• Go over internship logistics• Your Agent will be invited via Zoom

6	February 17	Where a UF/IFAS Extension Career Can Take You	<ul style="list-style-type: none"> • Dr. Larry Arrington • Dr. Joan Duskey
7	February 24	“A day in the life” of a Florida UF/IFAS Extension Agent Extension Agent Panel	<ul style="list-style-type: none"> • Panelists will share expectations, experiences, etc. • Panel TBD
8	March 3	Tour of UF/IFAS Extension Office- Alachua Co	<ul style="list-style-type: none"> • More information will be available the week before the tour (safety precautions, meeting time, and place, etc.) Panel TBD
9	March 10	Before You Apply- Do’s and Don’ts!	<ul style="list-style-type: none"> • Cathy Carr, Amie Imler • Preparing a Cover Letter and Resume/CV • Preparing an application • Preparing to Interview • Setting up an Interview
	March 17	Spring Break	<ul style="list-style-type: none"> • No Class
10	March 24	Project Workday	<ul style="list-style-type: none"> • Small group
11	March 31	Mock Interviews	<ul style="list-style-type: none"> • Johnson, Mathews, McAuslane, Turner, Shelnutt, Bunch
12	April 7	Project Presentations (7)	<ul style="list-style-type: none"> • In class
13	April 14	Project Presentations (8)	<ul style="list-style-type: none"> • In class
14	April 21	Final Class Discussion/Reflection: “After the Hire”	<ul style="list-style-type: none"> • Dr. Andra Johnson, Dr. Karla Shelnutt • Where to find Job Postings (Gator Jobs) • Post course evaluation
	Final Exam Period	Project Presentations	IF NECESSARY

Requirements

Textbook & Technology:

A UF/IFAS Extension Manual will be provided by the teaching faculty.

To succeed in this course, you must have access to the following technology:

- Desktop Computer or Laptop
 - Audio Capabilities
 - Webcam and Microphone for synchronous sessions
- Microsoft Word - [Microsoft 365 basics video training](#)
- Adobe Reader - [Acrobat tutorials](#)
- Zoom - [Zoom Privacy Policy](#)
- Internet Connection with access to Canvas

- Canvas is the course management system at the University of Florida in which students will find course content, links to video lectures, assignments, quizzes, discussions, and grades. The use of this system will vary by instructor, but the following videos describe the most common tools in Canvas. The [full student guide](#) is provided if you have additional questions.
- View [Canvas Privacy Policy](#)
- **Web Browser - Chrome** is the preferred browser for Canvas. If you do not have Chrome, you can [download it](#).
- University of Florida Email
 - Students are expected to check their my.ufl emails daily. View the [Student Computing Requirements](#) page for information on technology requirements and expectations.

Prerequisite Knowledge:

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

Minimum Technical Skills:

Minimum technical skills required:

- Proficiency in utilizing Canvas and navigating the internet effectively.
- Competence in using email for communication purposes, including sending and receiving messages and managing attachments.
- Familiarity with commonly used word processing applications (such as Microsoft Word or Google Docs), including the ability to create, edit, and format documents.
- Basic computer skills, including understanding fundamental operations like file management, using menus and toolbars, and navigating between different applications.
- Ability to perform online research using a variety of search engines and library databases.

Instructor Response & Feedback

The instructor and graders are committed to responding to your Canvas and email messages **within 24 hours** when feasible during the work week, Monday through Friday, *except holidays*. We also hold office hours each week via Zoom; links provided in the Contact section above. The major assignments will be graded, with *meaningful feedback* provided, **within one week of their submission**. Quizzes are graded automatically upon submission.

Assignments

Assignment Points & Explanation:

Assignment	Description	Points	Due Date
Attendance	5 pts per class	65	Weekly
Thank You's	10 points per speaker	100	Weekly
Youth Protection Training, Institutional Review Board Training, and FERPA Training Intern/Supervisor Contract	Training can be completed in myufl.edu Submit completion certificate in Canvas.	75	January 24
Reflections *Prompts provided in Canvas	Reflection topics @ 40 points each: 1. The Land-Grant 2. Extension Office Visit and Agent Interview 3. IFAS Extension Agent Re-Interview 4. Mock Interview 5. Professional Development Workshop/Seminar 6. Internship Preparation All responses will be submitted in Canvas	240	Ref 1: Jan 31 Ref 2: Mar 7 Ref. 3: Mar 28 Ref 4: Apr 11 Ref. 5: Apr 18 Ref 6: Apr 25
Written Project Proposal Discussion Board	Create a discussion thread in Canvas using the outline provided to help us understand what your project this summer will look like. We'll discuss and provide feedback on proposals in class.	60	February 21
Draft Resume and Cover Letter Review	Have your resume and cover letter reviewed outside of class . To do so, make an appointment with a faculty member or another qualified individual with preapproval.	50	March 14
Mock Interview Appointment Scheduling	Use the directions in Canvas to schedule your Mock Interview Assignment.	25	March 14
Finalized Resume and Cover Letter	Students are required to finalize a resume that encompasses who they are as a student and future professional. This must be submitted to your interviewer prior to completing your Mock Interview Assignment.	100	March 21
Mock Interview Evaluation	Complete your Mock Interview Assignment on your scheduled day and time during the week of March 31- April 4, 2025	35	April 11
Final Project: Written Submission	Submit a final written project outline for your internship educational activity using feedback from peers, instructors, and supervising agent received throughout the semester.	150	April 18

Final Project: Presentation	Prepare and present your internship project in class to your peers and instructors. <i>There is no submission for this assignment in Canvas.</i>	100	TBD
TOTAL POINTS		1000	

Course 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+ = 76-79.99%	F = Below 60%
A- = 90-92.99%	C = 73-75.99%	
B+ = 86-89.99%	C- = 70-72.99%	
B = 83-85.99%	D+ = 66-69.99%	
B- = 80-82.99%	D = 63-65.99%	
	D- = 60-62.99%	

Further information about UF grading policies can be found here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Reading & Assignment Schedule:

{Insert your reading and assignment schedule here. If using a table, be reserved with using split cells, they make it more difficult for screen readers to bounce through. You can test the ease of this by using the tab function on your keyboard to tab through the table and see how it moves}

Academic Integrity

UF's Academic Honesty Statement:

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."*** You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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 dishonesty to the instructor, department chair, college dean or Student Honor Court. **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: [UF Student Code of Conduct Webpage](#).

Plagiarism:

Plagiarism includes taking **verbatim phrases of just a few words** without permission or full attribution. It includes **quoting too much** from your sources, thereby substituting their expression for your own, or quoting too much from one source, effectively taking more than a *fair use* of their work. **Over quoting (direct quotes)** comprising more than 10% of any assignment will be considered plagiarism. Plagiarism includes **unique expression**, which can be a phrase of a few words or a simple moniker. Our writing is mostly *our own expression*. When writing for science and business, we base our work on **facts** obtained from a variety of **credible sources**. We give credit where it is due. We **cite our sources** so others can access the information we present. When appropriate, we very carefully, ethically, and lawfully use others' expression of that information. We obtain permission to use our sources' expression or give full credit for a *limited, fair use*, including direct quotes.

Attendance Policies

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.

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: [UF Attendance Policies](#).

Institutional Policies

Recording Statement

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section.

Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action

instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code. [UF IN-CLASS RECORDING](#)

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. [UF ACCEPTABLE USE POLICY](#)

Course Evaluations

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. 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: <https://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 <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-results/>

Student Services

Health & Wellness

- U Matter, We Care
 - If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center
 - Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
 - Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students.
- Student Health Care Center
 - Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).
- University Police Department
 - Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- GatorWell Health Promotion Services
 - For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

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.
- [Library Support](#)
 - 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.
- [Writing Studio](#)
 - 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus
 - Visit the [Student Honor Code and Student Conduct Code webpage](#) for more information.
- On-Line Students Complaints
 - View the [Distance Learning Student Complaint Process](#).

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, [UF Disability Resource Center](#).
[Canvas Accessibility Standards](#)
[Zoom Accessibility Information](#)