

AEC 4946: Communication and Leadership Development Internship Internship Guidelines & Assignments

**Department of Agricultural
Education & Communication**



University of Florida

**Revised:
August 2021**

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Introduction to Communication and Leadership Development Internships

This packet contains the information students will need to complete their **Communication and Leadership Development internship (AEC 4946)**. Students, read the entire packet before reporting to your internship site. Please contact your university supervisor should you have a specific question regarding procedures or assignments.

This packet contains descriptions of the internship and requirements to intern, information about the core experiences you should strive to gain during the internship, and descriptions of the internship assignments. All forms related to your internship are located near the end of the packet. If for any reason you can not report to your internship site at an appointed time, call your internship site supervisor and university supervisor. The departmental contact phone number is **(352) 273-2751**. **Students are required to provide a copy of these guidelines to their internship site supervisor.**

The internship is designed to provide students with the opportunity to “try their wings” professionally through supervised practical training – in conjunction with academic assignments – at professional communication and leadership organizations, such as television or radio stations, magazines, public relations or advertising firms, Cooperative Extension offices, agribusinesses, or government agencies. The goal is for interns to emerge from this experience with greater knowledge, skills, confidence, and maturity in order to face the many challenging communication and leadership responsibilities they will encounter in their professional lives. It is expected that interns will be given the opportunity for as diverse an experience as can be provided in their area of emphasis to better prepare them for work with a similar organization or agency.

Internship Requirements

Prerequisites:

To be eligible for the internship, students must have:

1. A 2.4 or higher overall GPA
2. Completed 15 hours of communication and leadership courses, **with no grade lower than a C.**
3. Nine of the 15 hours **must** be the following courses with **no grade lower than a C:**
AEC 3070c: Digital Media Production in Agricultural & Life Sciences
AEC 3414: Leadership Development **OR**
AEC 3413: Working with People: Interpersonal Leadership Skills
AEC 4031: The Communication Process

Students may take an internship **for academic credit** any semester **after** the above requirements are met.

Internship Applications:

Internship applications must be submitted to the university supervisor no later than **five weeks immediately prior** to the start of an internship.

Internship Approval:

Students are to secure their own internships. Students will be given several sources and internship site possibilities to begin their search. But students are responsible for landing the internship. The internship **must** be communication- or leadership-related. It does not have to be agricultural, per se.

Students will submit their application form, with the contact information of the internship site supervisor. The university supervisor will determine, based on the completed application form, if the internship is acceptable. A student's application submission constitutes an agreement to accept assignment to a site where it is determined that the objectives of the internship program can best be achieved.

Credit Hours:

Students receive variable credit, based on the number of work hours they perform. Students enrolled in the **internship** for six credit hours are expected to perform approximately 400 hours (10 weeks at 40 hours a week) of job-related work – as designed and approved by the internship site supervisor and university supervisor.

Students may do more than one internship, but the total number of credits may not exceed six credits. Following is a scale of work hours to credit hours:

Credit Hours	Approx. Work Hours
2	133
3	200
4	267
5	333
6	400

Students' responsibilities in the internship also include academic work, in addition to regular on-the-job requirements. Specific on-the-job expectations will be outlined in the *Training Plan*. This plan lists both the core requirements, as well as other requirements outlined by the internship site supervisor in conjunction with the university supervisor.

****SEE CLD Internship SYLLABUS (Appendix A) at the end of this document for specific information about required assignments and grading.***

Internship Site Information

Students should develop an understanding of the organizational structure and personnel involved in communication activities at their internship site. To enable students to develop an understanding of workplace procedures, students should discuss the following items with their internship site supervisor soon after starting the internship:

- office hours
- parking arrangements
- location of assigned desk/work station
- security
- safety
- secretarial support available
- telephone procedures
- interoffice communication
- facility management and maintenance
- office privileges and/or policy
- professional dress
- travel policies
- other “survival” issues

Experiences During Internship

Each intern's specific on-the-job experiences will vary. Below is a list of experiences that the intern may perform during their internship. Not every intern will perform each experience, but it is expected that the intern be exposed to several of the following:

Communication Experiences:

Writing, including message identification and design. Mass media and corporate writing (news releases, feature articles, scripts, reports, plans, letters, Web pages).

Visual communication. Presentations and visualization of messages through graphics, video, or photography, as appropriate to work assignments.

Oral communication. Organizes ideas and communicates orally.

Small group and nonverbal communication. Effective interaction in a professional environment through participation in meetings, strategy sessions, interviews, and other interpersonal communication.

Application of communication technology. Use of specialized communication technologies or software programs.

Special event coordination/publicity planning. Participation in the development and design of special events or publicity-generating events.

Leadership Experiences:

Professional development. Participation in activities that are a part of the life of the organization such as attendance, as appropriate, at staff meetings, administrative conferences, and professional organization meetings.

Problem-solving. Participation in problem-solving or program/campaign development sessions to learn about strategy selection, matching strategies and plans of action.

Development of objectives and evaluation criteria. Learn to establish objectives and evaluative criteria for judging the success of programs.

Creative thinking. Demonstrate creativity in generating new ideas.

Leadership. Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

AEC 4946: Communication & Leadership Development Internship Application

General Instructions:

- Internship applications must be submitted to the university supervisor no later than **five weeks immediately prior** to the start of an internship.
- A **current resume** should be attached to this form.

Prerequisites:

To be eligible for the internship, students must have:

- **A 2.4 or higher overall GPA**
- Completed 15 hours of communication and leadership courses, **with no grade lower than a C.**
- Nine of the 15 hours **must** be the following courses with **no grade lower than a C:**
 - *AEC 3070c: Digital Media Production in Agricultural & Life Sciences*
 - *AEC 3414: Leadership Development* **OR**
AEC 3413: Working with People: Interpersonal Leadership Skills
 - *AEC 4031: The Communication Process*

Students may take an internship **for academic credit** any semester **after** the 9-hour requisite is completed.

Prior Approval & Internship Locations:

Students are to secure their own internships. Students will be given several sources and internship site possibilities to begin their search. But students are responsible for landing the internship. The internship **must** be communication-related. It does not have to be agricultural, per se. Students will submit their application form, with the contact information of the internship site supervisor. The university supervisor will determine, based on the completed application form if the internship is acceptable. Refer to the *Internship Guidelines* packet for more information about internship requirements.

Personal information:

Name _____

UFID _____

Email address _____

Current location address _____

Current location phone _____

Permanent address _____

Permanent phone _____

Internship contact information:

Name of contact person _____
Contact person's title _____
Name of company/organization _____
Company/organization's address _____

Contact person's phone number _____
Contact person's email address _____

Description of what the company/organization does.

What professional experiences would you like for the internship to provide you?

The following is a scale of work hours to credit hours:

Credit Hours	Approx. Work Hours
2	133
3	200
4	267
5	333
6	400

How many credit hours would you like to be registered for? _____

I certify that the information given in this application is complete and accurate to the best of my knowledge. I hereby agree to abide by the policies, rules, and regulations of the University of Florida while engaged in my internship. I understand that regular attendance is an essential requirement of the internship and that I must contact the Department of Agricultural Education and Communication anytime I must be absent. I understand that, if in the opinion of proper university officials, it becomes necessary to terminate my internship, it will be ended.

Signature _____ Date _____

Department of Agricultural Education and Communication Internship Training Agreement

To provide a basis of understanding and to promote sound business relationships, this agreement is established on (date) _____ . Placement will begin on _____ and will end on or about _____ unless the arrangement becomes unsatisfactory to either party.

Intern: _____
Intern's e-mail address: _____
Internship site supervisor: _____
Internship site supervisor's title: _____
Name of company/organization: _____
Company/organization's address: _____

Internship site supervisor's phone: _____
Internship site supervisor's e-mail address: _____
Usual working hours will be: _____

The internship site agrees to:

- Provide the student with opportunities to learn how to do well as many jobs as possible, with particular reference to those contained in the *Training Plan*.
- Instruct the student in ways of doing his/her work and handling his/her management problems.
- Help the university make an honest appraisal of the student's performance.
- Avoid subjecting the student to unnecessary hazards. The internship site's general liability insurance will provide coverage for injuries to an intern occurring at the workplace.
- Conform to all federal, state and local laws and regulations regarding employment and worker's compensation.
- Notify the university immediately in case of accident or sickness and if any serious problem arises.
- Assign the student new responsibilities in keeping with his/her progress.
- Provide reimbursement for job-related travel and special expenses.
- Reserve the right to discharge the intern for just cause from the cooperating site.

The student agrees to:

- Act professional; be punctual, dependable, loyal, courteous, and considerate of the employer and other employees.
- Follow instructions, avoid unsafe acts and be alert to unsafe conditions.
- Dress properly for work and conform to the rules and regulations of the agricultural business, organization, or government agency.
- Be courteous and considerate of the employer and his/her employees.
- Keep records of experiences and make required reports.
- Achieve competencies indicated in *Training Plan*.
- Notify the university immediately in case of accident or sickness or if any serious problem arises.

The university internship supervisor agrees to:

- Provide a copy of the agreement to the internship site.
- Maintain contact with the intern and internship site throughout the internship experience.

STUDENT	_____	Phone Number	_____
	(Signature)		
INTERNSHIP SITE SUPERVISOR	_____	Phone Number	_____
	(Signature)		
UNIVERSITY SUPERVISOR	_____	Phone Number	_____
	(Signature)		

Department of Agricultural Education and Communication
Internship Training Plan

To be completed by **Intern & Internship Site Supervisor** so both parties will know the internship's expectations. Please use the *Training Plan* as the basis for your exit interview/ evaluation of the intern's progress during the semester.

STUDENT: _____

INTERNSHIP SITE SUPERVISOR: _____

INTERNSHIP BEGINNING DATE: _____

INTERNSHIP ENDING DATE: _____

INTERNSHIP SITE SUPERVISOR'S EXPECTATIONS (To be completed by **intern and internship site supervisor**.) Please list specific activities the intern will be expected to do in the areas shown. Not every intern will have activities in each of the areas below. Please refer to the "Experiences During Internship" section for descriptions of each content area below.

Writing, including message identification and design

Oral communication

Visual communication

Small group and nonverbal communication

Application of communication technology

Department of Agricultural Education and Communication
Internship Training Plan

INTERNSHIP SITE SUPERVISOR'S EXPECTATIONS (To be completed by intern and internship site supervisor.)

Special event coordination/publicity planning

Professional development

Problem-solving


Development of objectives and evaluation criteria

Creative thinking

Leadership

Example of Weekly Journal Electronic Template

Interns are required to submit this form to the university supervisor each Monday. Failure to do so will result in a lower grade for the internship. The university supervisor will provide the intern with a blank, electronic copy of this form.



Communication & Leadership Development Internship
Department of Agricultural Education and Communication
University of Florida

**Internship Journal
Weekly Report of
Activities**

Intern Name

Ag Business, Organization, Agency

Report for Week: _____

Goals Planned for the Week		Hours Worked
	Monday	0
	Tuesday	0
	Wednesday	0
	Thursday	0
	Friday	0
	Saturday	0
	Total	0

Accomplishments – Knowledge and Skills Developed
(Refer to “Experiences During Internship”)

Monday –

Tuesday –

Wednesday –

Thursday –

Friday –

Department of Agricultural Education and Communication
Intern Rating Sheet

To be completed by Internship Site Supervisor at the completion of the internship.
Please use the *Training Plan* as the basis for your exit interview/evaluation of the intern's progress during the semester.

Intern: _____

Internship site supervisor: _____

Internship site supervisor's title: _____

Name of company/organization: _____

Company/organization's address: _____

Internship site supervisor's phone: _____

E-mail address: _____

Description of major duties performed by the intern this semester:

Your evaluation of the performance of the intern. Please indicate, on a scale of 1-5, your assessment of the student, with 5 indicating superior performance. If not applicable, please write NA.

_____ writing	_____ focus	_____ appearance	_____ speaking
_____ flexibility	_____ potential	_____ enthusiasm	_____ cooperation
_____ judgment	_____ creativity	_____ punctuality	_____ preparation

Other comments about the intern:

Recommended Grade (circle one): A B+ B C+ C D+ D E

(supervisor's signature)

Department of Agricultural Education and Communication
Intern Rating Sheet

Intern site supervisor's evaluation of intern's progression in core experience areas. Not every intern will have activities in each of the areas below. Please refer to the "Experiences During Internship" section for descriptions of each content area below.

Writing, including message identification and design

Oral communication

Visual communication

Small group and nonverbal communication

Application of communication technology

Special event coordination/publicity planning

Professional development

Problem-solving

Development of objectives and evaluation criteria

Creative thinking

Leadership



AEC 4946

Communication and Leadership
Development Internship

Instructor:

Becky Raulerson, M.S.
113D Bryant Hall
Office Phone: 352-273-2751
Cell: 386-547-3409
E-Mail: beckyraulerson@ufl.edu

Office Hours

Tuesdays/Thursdays 11:30 – 1:30 pm
By appointment as needed

Course Description:

An individual program whereby students are apprenticed to officials to gain practical experience in agricultural organizations, industry, extension, reporting, writing, editing, photography, graphics, broadcasting, advertising or public relations.

Course Objectives:

- Apply skills including communication, teamwork, conflict resolution, leadership, and project management.

Prerequisites:

To be eligible for the internship, students must have:

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3. Nine of the 15 hours must be the following courses with no grade lower than a C:
 - AEC 3070c: Digital Media Production in Agricultural & Life Sciences
 - AEC 3414: Leadership Development OR
 - AEC 3413: Working with People: Interpersonal Leadership Skills
 - AEC 4031: The Communication Process in Agricultural and Life Sciences

Students may take an internship for academic credit any semester after the above requirements are met.

Internship Applications:

Internship applications must be submitted to the university supervisor no later than five weeks immediately prior to the start of an internship.

Internship Approval:

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Credit Hours:

Students receive variable credit, based on the number of work hours they perform. Students enrolled in the internship for six credit hours are expected to perform approximately 400 hours (10 weeks at 40 hours a week) of job-related work – as designed and approved by the internship site supervisor and university supervisor.

Students may do more than one internship, but the total number of credits may not exceed six credits. Following is a scale of work hours to credit hours:

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2	133
3	200
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5	333
6	400

Students' responsibilities in the internship also include academic work, in addition to regular on-the-job requirements. Specific on-the-job expectations will be outlined in the Training Plan. This plan lists both the core requirements, as well as other requirements outlined by the internship site supervisor in conjunction with the university supervisor.

Grading:

The final grade is determined from student assignments, which includes a portfolio/evaluative report and weekly journal/reflection entries. Students will also be evaluated by internship site supervisors, based upon how well they accomplish the tasks designated on the Training Plan. Final responsibility for assigning the grade rests with the university supervisor.

Evaluation of grades

Assignment	Percent of Grade
Portfolio	30
Weekly Journal/Reflection	60
Internship Accountability Assignments (Training Agreement, Training	10

Plan, Required virtual meetings with instructor, Exit Interview & Intern Rating Sheet, etc.)	
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Unless otherwise noted, every component will be evaluated on 100 points. Your final grade for the course will be calculated on the previous percentages, which will then lead to your final letter grade as based on the following scale:

Grading Scale:

A = 93 – 100%	B- = 80 – 82.99%	D+ = 66 – 69.99%
A- = 90 – 92.99%	C+ = 76 – 79.99%	D = 63 – 65.99%
B+ = 86 – 89.99%	C = 73 – 75.99%	D- = 60 – 62.99%
B = 83 – 85.99%	C- = 70 – 72.99%	E = below 60%

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

Internship Assignments (all submitted via Canvas)

Students enrolled in AEC 4946 must produce several items before receiving a grade. These items will be available and detailed in Canvas and should be completed by the person described below at the following times during the internship.

- **Internship Training Agreement** – Completed by the intern (student), internship site supervisor, and university supervisor and submitted to the university supervisor via Canvas no later than the completion of the first week of the internship.
- **Internship Training Plan** – Completed by the intern and the internship site supervisor. The Training Plan should be submitted via Canvas within the first two weeks of the internship.
- **Virtual meetings with instructor** – Upon the start of the semester, the instructor will reach out to determine a time when interns can virtually meet with the instructor. There will be a minimum of two virtual meetings held throughout the semester. Attendance is required.
- **Weekly Journal Entries - Electronic Form** – Completed by the intern (student) and submitted via Canvas to the university supervisor each week.
 - Students are to reflect on the happenings of each week and commit to writing their perceptions of these incidents. (Students may wish to record journal entries daily, instead of weekly.) Students are encouraged to be open with their thoughts. The aim of the journal is self-discovery. Students are required to upload the weekly journal entry to Canvas no later than noon on the Monday following the completed week. The complete, weekly journal will be submitted as part of the student’s portfolio. Students should provide – but are not limited to – the following information in their journal entries:

- What did you do that week? What skills did you learn? Was the job function the same type of work as you had done previously? Did you do anything unusual? Travel? Meet anyone?
 - How much time was spent on various projects and activities?
 - What did you learn through your activity/activities? What can you do to improve?
- **Intern Rating Sheet (in conjunction with Exit Interview)** – The internship site supervisor will conduct an exit interview at the end of the internship to evaluate the progress made over the course of the semester. Students should treat the exit interview/evaluation as if students were “really” employed. The intern rating sheet should then be completed by the internship site supervisor at the end of the internship. The internship site supervisor submits the rating sheet via Canvas to the university supervisor at the completion of the internship.
- **Portfolio** – Interns will maintain a portfolio – a record of all exhibits of work and other job-related materials, as appropriate. Examples of these materials may include published newspaper/magazine articles, news releases, photographs, video productions, pamphlets, brochures, graphics, educational materials, memorandums, and reports. Interns must describe the contribution they had in the materials they include in their portfolio. (For example, if a brochure is provided in the portfolio, what did the intern do? Did the intern design the entire brochure, provide the pictures, or write the text?) Some materials provided in the portfolio may not be as easy to “see.” For example, interns may be part of planning for a conference. The intern should provide a detailed narrative of what the intern did to help plan and carry out the conference.
 - The portfolio should be typewritten, edited, and packaged in the most professional manner the intern can muster. Just as the internship showed the student’s abilities, so should the portfolio. Interns should consider the portfolio as a presentation of their best professional face to the world. The portfolios will be kept for at least a year in the Department of Agricultural Education and Communication so students should not include original materials they wish to have returned immediately. Students may choose to create a digital/online portfolio instead of a print version. Students would include only materials from the internship in the digital portfolio.
 - At the end of the internship, an evaluative report (three to five pages) must be submitted to the university supervisor. This report describes the internship experience, comments on the strong and weak points of the internship, evaluates the intern’s level of preparation for the internship, evaluates the worth of the internship, suggests what could be done by both the employer and the student to make the experience better, and gives advice for future interns. The evaluative report also serves as a self-critique of the intern’s abilities and learning experiences over the course of the internship.

Grades and Grade Points

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Attendance and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

COVID Response Statements

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 ([Click here for guidance from the CDC on symptoms of coronavirus](#)), 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](#).
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).

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 unmute 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.

Online Course Evaluation Process

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/>.

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."* 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 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: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-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.

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, <https://disability.ufl.edu/>

Campus Helping Resources

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. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu*

Counseling Services Groups and Workshops Outreach and Consultation Self-Help
Library Wellness Coaching

- U Matter We Care, www.umatter.ufl.edu/
- *Career Connections Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>.*
- Student Success Initiative, <http://studentsuccess.ufl.edu>. Student Complaints:
- Residential Course: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>

AEC 4946 – CLD INTERNSHIP

Key Dates: <i>Other weekly assignments and information posted in Canvas.</i>	
Week 1	Begin Internship - <i>Internship Training Agreement and Internship Training Plan DUE</i>
Week 2	Weekly journal/reflection
Week 3	Weekly journal/reflection
Week 4	Weekly journal/reflection
Week 5	Weekly journal/reflection
Week 6	Weekly journal/reflection
Week 7	Weekly journal/reflection
Week 8	Weekly journal/reflection
Week 9	Weekly journal/reflection
Week 10	Weekly journal/reflection
Week 11	Weekly journal/reflection
Week 12	Weekly journal/reflection
Week 13	Weekly journal/reflection
Week 14	Weekly journal/reflection
Week 15	Weekly journal/reflection
Week 16	<i>Intern Rating Sheet (Exit Interview) and Portfolio DUE</i>

***TBD – Two virtual meetings with instructor**