

COURSE SYLLABUS

HORT/VIT ENOL 399 – *Professional Work Experience*

Instructor: Ade Snider, amsnider@wsu.edu, (509)335-9502, Johnson Hall 149

HORT/VIT ENOL 399 is an undergraduate work-learn experience program designed to complement your academic program, to improve the balance between class instruction and practical learning, and to assist you in your transition from the university into the work force.

CREDIT: Variable (1 - 4); one credit/45 hours of approved experience. Students should register for HORT/VIT ENOL 399 credit(s) *during the semester in which the work experience will begin.*

PREREQUISITES: Integrated Plant Science (IPS) major or by interview

SCHEDULE: HORT/VIT ENOL 399 is conducted at your place of employment in consultation with your mentor. There is no in-class course component.

REQUIRED COURSE MATERIALS:

- **HORT/VIT ENOL 399 website:** <http://horticulture.wsu.edu/academics/hortve399/>
- **CAHNRS Internship Handbook:** <http://cahnrs.wsu.edu/academics/wp-content/uploads/sites/2/2012/07/CAHNRS-Internship-Handbook-2015-Final.pdf>

STUDENT LEARNING OUTCOMES

Upon completion of the work experience, students will:

1. Demonstrate professional and ethical responsibility,
2. Communicate effectively,
3. Formulate solutions to problems and understand the impact of those solutions in global, economic, environmental, and cultural/societal contexts,
4. Recognize the need to engage in life-long learning and have the ability to be a life-long learner,
5. Utilize knowledge of current issues in approaches to the work assignment,
6. Use modern techniques, skills, and knowledge to address real world problems in a professional setting.

Your mastery of the learning outcomes will be assessed by the content and quality of required written reports and digital PowerPoint poster presentation, and by your mentor's evaluation of your performance. All coursework should use proper grammar and spelling. You will be asked to revise your assignments if they fail to meet these criteria. Refer to the *Rubric for Assessing Internship Experiences* in the [CAHNRS Internship Handbook](#) (Attachment F, pp. 22-26) for more information.

COURSE OUTLINE and REQUIRED ASSIGNMENTS

ASSIGNMENT	DUE DATE
HORT/VIT ENOL 399 Agreement (see p. 4 of syllabus)	Before beginning work experience
CAHNRS Internship Agreement (Attachment C) *	Before beginning work experience
Statement of Intent *	Before beginning work experience
Mid-Way Check-in and Mentor Evaluation *	Mid-term or the midpoint of the work experience
Final Internship Report and Cover Page (Attachment D) *	By last day of instruction for term
Online Student and Mentor Evaluations *	By last day of instruction for term
PowerPoint poster (digital version) summarizing the work experience – guidelines on the course website	By last day of instruction for term

* *CAHNRS internship requirement – see Internship Handbook*

GRADING (S/F):

To receive a Satisfactory (S) grade in the course, all assignments must be satisfactorily completed by the due date.

Late assignments will not be accepted without preapproval of the instructor. Academic credit will not be granted without an approved set of paperwork *prior to the work experience*. ***Retroactive credit will not be granted – NO EXCEPTIONS.***

Incompletes: University policy (Acad. Reg. #90) states that Incompletes may only be awarded if "the student is unable to complete their work on time due to circumstances beyond their control."

REASONABLE ACCOMODATION:

Reasonable accommodations are available for students with a documented disability. For more information contact a Disability Specialist on your home campus.

- **Pullman:** 509-335-3417; <http://accesscenter.wsu.edu>; access.center@wsu.edu
- **Tri-Cities:** <http://www.tricity.wsu.edu/disability/>

ACADEMIC INTEGRITY:

Academic integrity will be strongly enforced in this course. Each student must turn in original work. No copying will be accepted. Students who violate WSU's Standards of Conduct for Students will receive an F as a final grade in this course, will not have the option to withdraw from the course, and will be reported to the Office of Student Standards and Accountability. Cheating is defined in the Standards for Student Conduct WAC 504-26-010 (3):

http://deanofstudents.wsu.edu/media/1929124/ws-student-standards-printable_115space.pdf.

It is strongly suggested that you read and understand these definitions.

WSU SAFETY PROCEDURES:

- **Pullman:** Washington State University is committed to enhancing the safety of the students, faculty, staff, and visitors. It is highly recommended that you review the Campus Safety Plan (<http://safetyplan.wsu.edu/>) and visit the Office of Emergency Management website (<http://oem.wsu.edu/>) for a comprehensive listing of university policies, procedures, statistics, and information related to campus safety, emergency management, and the health and welfare of the campus community.
- **Tri-Cities:** In order to receive notification regarding campus emergencies (including campus closures), all faculty, staff, and students register their emergency contact information for the Crisis Communication System (CCS) through Zzusion at <http://zzusion.wsu.edu>. Click "Update Now!" under "Tri-Cities Emergency Info" to register for notification by text message, e-mail, telephone, or any combination of the three. Providing multiple contact methods will help ensure you receive notifications in a timely manner, and your information will NOT be used for any other purpose. Messages regarding campus emergencies will also be distributed through local media. Please also review the Campus Safety Plan, which contains a listing of emergency contacts, and university policies, procedures, statistics, and information relating to campus safety and the health and welfare of the campus community. The Campus Safety Plan can be found at <http://www.tricity.wsu.edu/safetyplan/>.

HORT/VIT ENOL 399 AGREEMENT

PLEASE RETURN TO:

Dept. of Horticulture, 149 Johnson Hall
Washington State University, Pullman, WA 99164-6414
Phone 509-335-9502; FAX 509-335-8690

I have read the syllabus, agree to the evaluation of my poster by my academic advisor and internship coordinator, and understand that my poster may be published on the Department of Horticulture website.

STUDENT NAME (PRINT) _____

STUDENT SIGNATURE _____ DATE _____