

**NRM 5329 - Internship
Syllabus – Summer 2020**

Instructor: Dr. Patricia Moody Harveson

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Office Hours: Because this is a completely online course, primary contact with the instructor is via email or phone. However, you can schedule an appointment if you need additional help and would like an office (or zoom) meeting.

Catalog Description: Course is designed to combine classroom theory with practical application through job-related experiences. Students are either employed by or volunteer with a natural resource conservation organization and work on a pre-approved project.

Course Objectives: On completion of this course, students will have 1) participated in an integrative learning experience working with a natural resource conservation organization; 2) engaged in real-world work situations gaining experience with and improving skills in teamwork, communication, decision-making, and report writing; and 3) gained valuable connections by networking with professionals in the student's area of interest and identifying possible mentors and potential future employers.

Who Should Take This Course? This course is recommended for all students pursuing a Master of Agriculture Degree in Range and Wildlife Management / Natural Resource Conservation through the Department of Natural Resource Management. The course is only offered during the Summer II session.

Required Textbook: None

Grading:

Proposal	30%
Internship/Research Experience	30%
Weekly Updates	10%
Final Paper/Report	30%
<hr/> TOTAL	<hr/> 100%

Scale: 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; <60% = F

Course Schedule

Course Week	Dates (Wed-Tues)	Assignments
Week 1	July 1-7	Participate in internship experience Submit weekly update on Tuesday Final Proposal Due July 7
Week 2	July 8-14	Participate in internship experience Submit weekly update on Tuesday
Week 3	July 15-21	Participate in internship experience Submit weekly update on Tuesday
Week 4	July 22-28	Participate in internship experience Submit weekly update on Tuesday
Week 5	July 29-August 4	Participate in internship experience Submit weekly update on Tuesday
Final	August 4	Final Paper Due August 4

Additional Information on Course Assignments

Internship/Research Experience: Internship experience can be gained either through work experience with a natural resource conservation organization (i.e., federal or state agency, non-governmental conservation organization, university or institution, private company). The internship must be approved before the work starts by the course instructor, Dr. Patricia Harveson. Discussion on the internship opportunity will ideally occur at least 3 weeks prior to the onset of work experience or research project. Approval of the internship by the course instructor is mandatory. The internship can occur prior to the dates that the course is offered, however, a detailed timeline (in proposal) and log of hours (in final report) will be required.

Weekly Update Assignments: Students will be required to submit weekly updates on the progress of their internship. Updates are due for each week that the student is involved in the internship and enrolled in the course. Updates are to be submitted using the **Journal** in Blackboard during the 5-week summer session II dates. Updates outside of the course dates are not mandatory but can be emailed to the instructor. Updates should be a brief, informal synopsis of what was done/learned during that week and can include photos.

Proposal: For all internships, each student will submit a Work Experience Proposal or Research Proposal, developed in collaboration with a faculty member or agency personnel. The internship is the only required course to obtain a Master of Agriculture degree in Range and Wildlife Management. Even though you can only register for the internship during the summer session, you are encouraged to start thinking about it, and putting together your proposal, as soon as possible. The work experience or research project can take place any time after registering for the online Master's program (after the approval of the internship opportunity). Many of you will have probably submitted your proposal before the course started. The deadline for the final version of your proposal.

Proposal Guidelines: Students in the online Master of Agriculture program need to write a 3 page (minimum) internship proposal with assistance from their faculty or industry mentors following the format below.

The following items must be included in the proposal:

1. **Internship position or research project title**
2. **Internship/research project site:** Include a brief summary describing the agency and their goals, complete work address, phone and e-mail contact details for supervisor(s). If student is proposing to do a research project then this section will be used to describe where the research will take place.
3. **Timeline:** List specific beginning and ending dates, number of work hours/week, and total number of hours you will spend on this internship. For a research project give an outline of when each of the steps for the research will take place (i.e. data collection, analyses, etc.)
4. **Work/Project Description:** Describe in detail your proposed activities: what you will be doing and how you will be doing it. If you will be conducting research, details about the overall project (including a description of the problem, project rationale, objectives, methodology) should be included here.
5. **Project Outcomes:** Explain what new skills and/or knowledge you will be acquiring through this internship, and how this experience will move you forward along your career path. For a research project include your expected results and/or predictions here.

Final Paper: At the conclusion of the internship each student will be required to submit a paper reporting on their work or research experiences. The paper should follow the guidelines below depending on whether the student participated in 1) a work experience, or 2) a research project. The final paper will be due at the end of the course.

Final Paper Guidelines for a Work Experience:

1. **Introduction:** This should include a historical review of the agency/organization and how that ties in with your background, etc. (with proper citations of sources from which the information is drawn).
2. **Description of Experiences and Activities:** This section shall consist of a thorough, in-depth discussion of the various experiences and activities the intern was involved in during the internship no matter how minute the task may seem.
3. **Perception and Judgments about the Internship:** This is the student's own assessment/evaluation of the internship. Be sure to address the following:
 - a. Did the internship meet your personal expectations?
 - b. What prior skills did you use in this internship? What new skills and knowledge did you acquire?
 - c. What was your greatest accomplishment?
 - d. What impact did this experience have on your personal growth?
 - e. What insights have you gained regarding your field of study or profession (i.e., how can you use what you have learned in your career in the future).
4. **Reference list:** Alphabetical list of the literature that was cited in the paper.

Final Paper Guidelines for a Research Project:

1. **Introduction:** The introduction is a concise statement of the problem and an outline of the scope, aim, and nature of your project. A review of the literature pertinent to the subject should be included and used to provide context for the internship report. Include any citations in a reference list at the end of the paper.
2. **Materials and Methods:** The purpose of the Materials and Methods section is to recount, in a concise manner, the materials and methods used to approach the project. It should include sufficient information so that the study could be repeated.
3. **Results:** The results reflect the findings of your investigation only, not the findings of other researchers in the area. This is a summarized form of extensive data that may appear in the figures, tables and/or appendices.
4. **Discussion:** The discussion section provides an analysis of the data acquired. In this section, you may draw comparisons with findings of other researchers in the field or even speculate to some degree and, if appropriate, suggest additional research.
5. **Summary or Conclusion:** The conclusion is a final brief summary, which draws together the objectives and findings of the entire research project.
6. **Reference list:** Alphabetical list of the literature that was cited in the paper.

General Formatting Guidelines for Proposal and Paper/Report: The product must:

1. Be typed using Times New Roman and 12-point font.
2. Be double-spaced.
3. Have one-inch margins.
4. Have page numbers.
5. Be left justified.
6. Be grammatically sound and free of typographical errors.
7. Include a reference list for information cited (please follow the format of a specific scientific such as the Journal of Wildlife Management).

Other Policies and Procedures

Academic Dishonesty: Academic dishonesty includes copying, sharing, or obtaining information from an unauthorized source, attempting to take credit for the intellectual work of another person, falsifying information, and giving or receiving information about a test, quiz, or assignment to another student. Copying information verbatim from a book, another paper, or the internet is also plagiarism, instead you must paraphrase or state the information in your own words. Any student involved in academic dishonesty will receive no credit (0) for work done and/or may be penalized in accordance with published university rules. Multiple offenses will result in the expulsion from the class with the grade of F.

Distance Education Non-Participation Statement: Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this

policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an “F” in the course dropped. Inactivity may include the following:

- Not logging on to the course
- Not submitting assignments
- Not participating in scheduled activities
- Not communicating with the instructor by phone or email, and/or
- Not following the instructor’s participation guidelines stated in the syllabus.

Accessibility Services: Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student’s responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Rebecca Wren in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832. Telephone: 432-837-8691. E-mail: rebecca.wren@sulross.edu.

Distance Education Statement: Students enrolled in distance education courses have equal access to the university’s academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard, which require secure login information to verify students’ identities and to protect students’ information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Additional Outcome Objectives as Required by the Southern Association of Colleges and Schools:

Student Learning Outcomes for the M.S. in Range and Wildlife Management

1. Students will be able to apply statistical concepts and procedures to research.
2. Students will be able to evaluate literature and references to substantiate the applied research project.
3. Students will be able to justify and defend research questions and design.

Student Learning Outcomes for the M.Ag. in Natural Resource Conservation.

1. Students will be able to apply statistical concepts and procedures to natural resource data.
2. Students will be able to evaluate literature and references as they apply to the natural resource field
3. Students will be able to demonstrate their knowledge of the fundamentals and advanced concepts of range and wildlife management.