

COURSE SYLLABUS

HORT/VIT ENOL 399 – *Professional Work Experience*

Instructor: Ade Snider, amsnider@wsu.edu, (509)335-3446, Clark 207

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 term in which the work experience will begin.*

PREREQUISITES: Junior standing; 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 or Canvas course page.

REQUIRED COURSE MATERIALS:

- **HORT/VIT ENOL 399 website:** <http://horticulture.wsu.edu/academics/hortve399/>
- **CAHNRS Internship Handbook:** <http://cahnrs.wsu.edu/ctl/wp-content/uploads/sites/16/2015/02/CAHNRS-Internship-Handbook-2017.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, and by your mentor's evaluation of your performance. All coursework should use proper grammar and spelling.

COURSE OUTLINE and REQUIRED ASSIGNMENTS

| ASSIGNMENT | DUE DATE |
|--|---|
| HORT/VIT ENOL 399 Agreement (see p. 5 of syllabus) | Before beginning work experience |
| CAHNRS Internship Agreement (Attachment C) | Before beginning work experience |
| Statement of Intent | End of first week of work experience |
| Mid-Way Check-in | 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 – examples on the course website | By last day of instruction for term |

GRADING (S/F):

To receive a Satisfactory (S) grade in the course, all assignments and work hours 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 ACCOMMODATION STATEMENT

Students with Disabilities: Reasonable accommodations are available for students with documented disabilities or chronic medical or psychological conditions. If you have a disability and need accommodations to fully participate in this class, please visit your campus' Access Center/Services website to follow published procedures to request accommodations. Students may also contact their campus offices to schedule an appointment with a Disability Specialist. All disability related accommodations are to be approved through the Access Center/Services on your campus. It is a university expectation that students visit with instructors (via email, Zoom, or in person) to discuss logistics within two weeks after they have officially requested their accommodations.

For more information contact a Disability Specialist on your home campus:

- Pullman, WSU Global Campus, Everett, Bremerton, and Puyallup: 509-335-3417 [Access Center](https://www.accesscenter.wsu.edu) (https://www.accesscenter.wsu.edu) or email at access.center@wsu.edu
- Spokane: 509-358-7816 [Access Services](https://spokane.wsu.edu/studentaffairs/access-resources/) (https://spokane.wsu.edu/studentaffairs/access-resources/) or email j.schneider@wsu.edu
- Tri-Cities: [Access Services](http://www.tricity.wsu.edu/disability/) (http://www.tricity.wsu.edu/disability/) or email g.hormel@wsu.edu

- Vancouver: 360-546-9238 [Access Center](https://studentaffairs.vancouver.wsu.edu/student-wellness-center/access-center) (<https://studentaffairs.vancouver.wsu.edu/student-wellness-center/access-center>) or email van.access.center@wsu.edu

ACADEMIC INTEGRITY STATEMENT

Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU's Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(4)) will fail the course and will not have the option to withdraw from the course pending an appeal, and will be reported to the Center for Community Standards.

Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of [the definitions of cheating](#). If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.

If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at communitystandards.wsu.edu. Make sure you submit your appeal within 21 calendar days of the faculty member's decision.

ACCOMMODATION OF RELIGIOUS OBSERVANCES

Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to [Academic Regulation 104 - Academic Complaint Procedures](#).

SEVERE WEATHER POLICY

For severe weather alerts, see: <http://alert.wsu.edu/> and <https://oem.wsu.edu/emergency-procedures/severe-weather/>. In the event of severe weather affecting university operations, guidance will be issued through the alert system.

SAFETY AND EMERGENCY NOTIFICATION

Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI's Run, Hide, Fight video and visit the classroom safety page <https://provost.wsu.edu/classroom-safety/>.

HORT/VIT ENOL 399 AGREEMENT

PLEASE RETURN TO:

Dept. of Horticulture,

101A Johnson Hall

PO Box 646414

Washington State University, Pullman, WA 99164-6414

Phone 509-335-9502; FAX 509-335-8690

amsnider@wsu.edu

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

STUDENT NAME (PRINT) _____

STUDENT SIGNATURE _____ DATE _____

