**SUST 495Q Sustainability Internship**

# Summer 2019

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# General Information

## Catalog Description

## Work experience related to Sustainability and Coastal Resilience or a related field, as part of an approved internship with primary supervision by a non-faculty member. Requires a minimum of 120 hours of on-site, supervised, and evaluated student work experience over the term.

## Description

The purpose of this sustainability internship is designed to provide students the opportunity to gain valuable work experience that complements their major in Sustainability and Coastal Resilience. This course offers individuals educational experiences that bridge coursework in the major and the work place. The guided internship requires 120 hours of on-site work over the course of the term. Students must work through the Internship Process established by the CCU Career Services Guidelines.

Permission of the instructor is necessary to enroll.

Internships are credit bearing and therefore require an academic component. The academic component will include regular discussion submissions through which you will reflect on how your internship experience is enhancing your learning.

## Course Objectives

1. Integrate classroom theory with practice in a real world setting
   1. What have I learned in the classroom (theories, ideas, concepts), which relates to what I am doing in this internship?
2. Develop and implement knowledge and skills related to the field of sustainability and coastal resilience.
3. Become aware of community and/or organizational issues in sustainability and coastal resilience.

## Student Learning Outcomes

*Students will be able to:*

1. articulate how the internship has impacted their personal goals.
2. articulate how the internship has impacted their academic goals.
3. articulate how the internship has impacted their professional goals.
4. use terminology related to the field of Sustainability appropriately.
5. implement knowledge and skills in the field of Sustainability.
6. exhibit problem solving and critical thinking skills.

## Experiential Learning Student Learning Outcomes

*Students will be able to:*

1. SLO 1.1 Students will demonstrate the knowledge and skills obtained through participation in experiential learning activities that are relevant/pertinent to their academic programs and/or career goals.
2. SLO 2.1. Students will demonstrate a high level of comprehension and skill in connecting theory with practice which is correlated to their level of participation in Experiential Learning activities.

## Academic Expectations

The Coastal Carolina University (CCU) community has been designed to assist students in many capacities, but the primary responsibility for learning is yours.

## Attendance Policy

Coastal Carolina University realizes that there are valid circumstances under which a student may be absent from class. An absence in a distance learning course is defined as a missed online submission deadline- such as a quiz, assignment or discussion post. The instructor will determine whether absences other than those defined below as excused should be excused or unexcused.

The following are considered to be valid circumstances for student absence.

* 1. Incapacitating illness or condition – limited to the number of absences that a faculty member determines to be a balance between accommodating the illness/condition and ensuring sufficient participation in class activities.
  2. Accommodation for a disability, working in conjunction with Accessibility and Disability Services.
  3. Official representation of the University (excuses for official representation of the University should be obtained from the official supervising the activity).
  4. Death of a close relative.
  5. Religious holidays (A list of primary sacred times for world religions can be found online at http:// www.interfaithcalendar.org.)
  6. Active military duty or assignment.
  7. Official University closings.
  8. Compliance with a subpoena.
  9. Absences excused under Title IX of the Education Amendments of 1972.

## Students’ Responsibilities

Enrollment in a course obligates the student not only to prompt completion of all work assigned, but also to punctual and regular attendance, and to participation in whatever class discussion may occur. It is the student's responsibility to stay informed of all assignments, due dates and exams. Absences, whether excused or unexcused, do not absolve the student from this responsibility.

Missed Coursework – absences, excused or unexcused, do not absolve students from the responsibility of completing all assigned work promptly. Students who miss assignments, announced quizzes or other coursework due to excused absences will be allowed to make up the work in a manner deemed appropriate by the instructor. It will be the responsibility of the student to contact the instructor and make arrangements at the convenience of the instructor. The instructor is not obligated to allow a student to make up work missed due to an unexcused absence.

Late assignments will not be accepted without PRIOR approval from the instructor.

* You must complete your site responsibilities satisfactorily. Your site supervisor will formally evaluate you at the mid and end-points of the internship.
* You must meet your on-site time commitment (40 hours/credit). The *Internship Work Log Hours*, approved by your site supervisor, is required to be submitted every 2 weeks.

## Course Materials

Coastal Carolina University uses the Moodle learning management system (LMS) for online course access, available at moodle.coastal.edu.

Students are required to have access to a computer or other device capable of accessing the internet and viewing text, images, and videos. Software capable of viewing PDF and Software capable of viewing PDF and creating/saving DOC or DOCX file extensions is also necessary. I recommend Adobe Reader and Microsoft Word. Note: I can only open documents with .doc or .docx extensions. I cannot open documents with mac extensions. I will not accept files in zip format.

Students will be required to create and submit videos using their mobile devices, webcams, online apps such as Powtoons. Videos should be uploaded to Youtube, One Drive, Google Drive and a link to the video submitted.

Book: There is no book for this class; however, that does not mean there will not be required readings. All course materials will be on the Moodle site.

## Student Support Services

Learning Assistance Centers Kearns Hall 203, 204, 205 843-349-6536

[Foreign Language Instructional Center](https://www.coastal.edu/flic/) (FLIC), [Mathematics Learning Center](https://www.coastal.edu/mathcenter/) (MLC), [Writing](https://www.coastal.edu/writingcenter/)

[Center](https://www.coastal.edu/writingcenter/) (WC), [Structured Learning Assistance](https://www.coastal.edu/sla/) (SLA), and Learning Assistance in the Sciences – These peer tutoring labs are academic resources available to all **Coastal Carolina University** students free of charge.

Any distance education student completing coursework away from campus in need of academic support in writing, math or foreign languages should call 843-349-6536 for assistance options.

Accessibility and Disability Services Kearns Hall 106 843-349-2503/843-349-5042 (fax)

Support and assistance to current and incoming students with disabilities and medical conditions

by coordinating and implementing appropriate accommodations and providing resources and services as they relate to academics, university housing, dining and campus activities.

ADS also functions as a source of information, educational outreach and advice, as well as a communication link among individuals with disabilities, faculty and staff, and the university community at large.

Student Computing Services (SCS)

Provides students with technology assistance to enhance their academic experiences. SCS maintains the general-access labs and micro-computer labs, assists students with computers, CCU accounts, and academic projects. SCS supports residence hall technology operations and provides technical assistance to troubleshoot technical issues.

## Academic Integrity & Plagiarism

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and are committed to creating an atmosphere of mutual respect and trust.

Plagiarism is defined as stealing or passing off the ideas or words of another as one’s own. "Plagiarize." Merriam-Webster.com. Merriam-Webster, n.d. Web. 15 Feb. 2018.

Prohibited behavior includes:

1. Plagiarism, cheating, attempted cheating and all other forms of academic dishonesty.
   1. Examples of plagiarism include, but are not limited to, the following:
      1. borrowing words, sentences, ideas, conclusions, examples and/or organization of an assignment without proper acknowledgment from a source (for example, a book, article, electronic document or another student’s paper);
      2. submitting another person’s work in place of his/her own
      3. allowing someone else to revise, correct or edit an assignment without explicit permission of the instructor;
      4. submitting work without proper acknowledgment from commercial firms, websites, fraternity or sorority files, or any other outside sources, whether purchased or not;
      5. allowing another person to substitute any part of a course for them, including quizzes, tests and final examinations;
      6. submitting any written assignments done with the assistance of another without the explicit permission of the instructor;
      7. submitting work that was originally prepared for another class without the explicit permission of the instructor;
      8. knowingly aiding another student who is engaged in plagiarism.
2. Furnishing false information to any University official, faculty member or University office to obtain academic advantage.
3. Forging, altering or misusing any University document or record to obtain academic advantage.

## Statement of Non-Discrimination (Title IX)

It is the policy of Coastal Carolina University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex or veteran's status in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions or other sponsored activities.

Coastal Carolina University faculty, staff, and students with inquiries concerning the application of Title IX to the University's programs and activities, or for inquiries regarding allegations of discrimination or grievances concerning Title IX are encouraged to contact:

Title IX Coordinator Coastal Carolina University Kearns Hall 104B

843-333-6229

[titleix@coastal.edu](mailto:titleix@coastal.edu)

# Assignment and Grading Information

## Assignments

All assignments will be submitted using MOODLE. When submitting videos be sure the provided url works. Only .doc or .docx files will be accepted for written work. ALL assignments should be spellchecked prior to submission. This is a 400 level course and you will be graded as such.

Due dates will be posted within the assignment. See Missed coursework above for information about late submissions and missed coursework.

## Grading

Grades will be posted in the Moodle Gradebook.

Final Grades are on 645 Points (This is subject to change and the grading scale will be adjusted accordingly.). Points are generated through the submission of journals, discussion posts/responses, personal videos, and hours completed.

A 645-581

A- 580-517

B+ 516-453

B 452-389

B- 388-325

C+ 324-261

C 260-197

C- 196-133

D 132-69

F 68-0

# Hours submission

Internships require 40 hours of on-site work per credit hour enrolled in. You must meet your on-site time commitment (40 hours/credit). The Internship Work Log Hours, approved by your site supervisor, is required to be submitted every 2 weeks. 50 points will be awarded for turning hours in on time. 5 points will be deducted for late submissions.

# Assignments

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| --- | --- |
| **Assignment** | **Points** |
| **Getting Started Quiz** | 10 |
| **Introduce Yourself Video** | 50 |
| **Organization Introduction** | 100 |
| **Workplace Etiquette Journal** | 60 |
| **Transferable Skills Discussion** | 20 |
| **Knowledge Discussion** | 20 |
| **Critical Thinking Discussion** | 20 |
| **Goals Journal** | 15 |
| **Work-Based Learning Journal** | 15 |
| **Mid-Term Evaluation Journal** | 15 |
| **LinkedIn Discussion** | 20 |
| **Wrapping It Up Video** | 100 |
| **Resume** | 50 |
| **Updated Resume** | 50 |
| **Hours Submission** | 50 |
| **Internship Reflection** | 50 |
| **Total Points** | 645 |