

HORT 412
Career Exploration: Internships & Research Projects
Winter Term 2019, 1 credit

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Lecture/Discussion: Thursday 10:00-11:20 am.
Room: ALS 0006

Textbook: None

Prerequisites: None. Sophomore or higher class standing recommended.

Statement Regarding Students with Disabilities

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

Student Conduct:

Your participation is required for successful completion of this class. CLASS WILL START PROMPTLY AT 10 AM AND LATE ENTRY IS HIGHLY DISCOURAGED.

Students are required to follow the expectations for student conduct provided at <https://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/code-of-student-conduct-102218.pdf>

Learning Outcomes:

This class provides orientation to the Horticulture internship and research project requirement and provides guidance for pursuit of career goals. By the end of the term students will:

- ❖ Comprehend the relationship of personality type to career satisfaction
- ❖ Understand all departmental internship and research project requirements
- ❖ Assess career goals
- ❖ Identify skills and experience necessary to attain their career goals
- ❖ Locate specific internship or research project opportunities
- ❖ Prepare a resume and general cover letter for internship and research project applications
- ❖ Learn and practice interviewing skills
- ❖ Evaluate an internship report or research project thesis

Class time:

Class time will utilize a variety of strategies including lectures, guest speakers, pair and small group discussions, and in-class work assignments.

Course Schedule and Content:

	Topic	In-class Activity	Homework Assignment	Assignments Due
Jan. 10	Introduction to course & setting course goals. Internship & research project guidelines.	Set and discuss course goals of instructors and students. Discussion of the website, guidelines and timelines. Complete website questionnaire.		
Jan. 17	Career goals & personality type. Skills and experience to obtain during internship or research project.	Establish career goals and take assessment of personality type. Make a list of specific tasks, activities, and experiences you would like to have during your internship or research project. Explain why you list these items.	Career exploration assignment. Develop a list of potential internships or research projects with reasons why each employer or research mentor is on the list.	
Jan. 24	How to get the internship or research project you want. Professional Conduct.	Review and share your internship or research project list and look at resources. Discussion about professional conduct.		Assignment #1. List of potential internships or research projects.
Jan. 31	Preparing a resume.	Discussion about the do's and don'ts for writing resumes.	Based on guidelines presented in class prepare a draft of a resume appropriate for a prospective internship employer or research mentor.	Assignment #2. Career exploration assignment.
Feb. 7	Preparing a cover letter.	Peer review of resumes. Discussion about the do's and don'ts for writing cover letters. Use of Social Media	Based on guidelines presented in class prepare a draft of a cover letter appropriate for a prospective internship employer or research mentor.	Assignment #3. Two copies of first draft of a resume & resume evaluation form (include position description for which you wrote the resume).

Feb. 14	Contacting prospective employers. How to ace an interview.	Peer review of cover letters. Guidelines on how to contact and negotiate with employers or research mentors. Overview of interviewing. Observe interview – conduct, difficult & illegal questions.		Assignment #4. Two copies of first draft of a cover letter & cover letter evaluation form (include position description for which you wrote the cover letter).
Feb. 21	Guest speakers: What are employers looking for?	Advice from the employers and research mentors and a chance to ask them questions about applying and interviewing. Practice interviews.	Evaluation of interviews	
Feb. 28	Guest speakers: What are employers looking for?	Advice from the employers and research mentors and a chance to ask them questions about applying and interviewing. Practice interviews.	Evaluation of interviews	Revised resume
Mar. 7	Guest speakers: What are employers looking for?	Advice from the employers and research mentors and a chance to ask them questions about applying and interviewing. Practice interviews.	Evaluation of interviews	Revised cover letter
Mar. 14	Preparing the internship report or thesis. Funding, jobs, graduate school & professional associations	Review the report and thesis guidelines and discuss examples. Discuss obtaining funding and jobs, and joining professional associations. Learn about graduate school.		Assignment #5. Evaluation of own interview Course goals and information on how they were met.

Grading:

Attendance – One absence allowed. After that, 5 points will be deducted for each unexcused absence. Excused absences need to be arranged in advance, except in the case of an emergency.

Assignments –

	Assignment	Points Possible
Assignment #1	List of potential internships or research projects	10 points
Assignment #2	Career exploration	20 points
Assignment #3	Resume	20 points
Assignment #4	Cover letter	20 points
Assignment #5	Evaluation of own interview	20 points
	Participation:	
	Peer review of resume & cover letter	5 points
	Peer review of interviews	5 points

Extra Credit (up to two points): Course goals – extra credit points will apply towards attendance.

Grades will be assigned according to the following scale:

93 – 100 % = A
90 – 92 % = A-
87 – 89 % = B+
83 – 86 % = B
80 – 82 % = B-
77 – 79 % = C+
73 – 76 % = C
70 – 72 % = C-
67 – 69 % = D+
63 – 66 % = D
60 – 62 % = D-
59% & below = F

In an effort to be fair to all students, grades will not be rounded up under any circumstances and late assignments (unless pre-approved by the instructors) will not be accepted