

IAEF*3510 - Interdisciplinary Flexible Internship

Winter 2025 Course Outline

Section: 01

Credits: 0.50

Land Acknowledgement: Guelph

The University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer respect to our Anishinaabe, Haudenosaunee and Métis neighbours. Today, this gathering place is home to many First Nations, Inuit, and Métis peoples and acknowledging them reminds us of our important connection to this land where we work and learn.

Calendar Description

This course offers an experiential learning opportunity through an unpaid 40-hour internship in the food, agriculture, and environment sectors with partners in government, industry or civil society organizations. Students will learn about the integrated and interdisciplinary nature of these industries in Canada. Knowledge of current and future trends in the workforce will assist students with developing career-readiness skills that will be applied during the process of securing and working in an internship position. This internship is flexible and can be completed during the course or by the end of the following semester. Completing the internship is required for completing the course.

Prerequisite(s): 9.00 credits

Restriction(s): ENVS*3330, UNIV*2100, UNIV*3140. Not available to co-op students. Must have at least a 70% cumulative grade average. Must be in semester 5, 6 or 7 to be able to complete internship requirement before graduation. Instructor consent required. Department(s): School of Environmental Sciences

Lecture Schedule

MonWedFri 9:30am-10:20am in ALEX*309 (1/6 to 4/21)

Instructor Information

Alyson Brown

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Boris Martin Quijano

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Cost of Textbooks and Learning Resources

Course Learning Outcomes

1. 1. Develop the skills to write a strong, professional resume and cover letter for the internship application process
2. 2. Develop the skills to showcase their strengths, personality, achievements, and knowledge during a professional job interview
3. 3. Research and classify industry information during a job search
4. 4. Discuss challenges and successes with respect to personal and professional goal setting
5. 5. Understand the sector of the industry in which the internship will be completed
6. 6. Present ideas on career development and the agriculture, food, and environmental sectors in a public forum
7. 7. Reflect on values, strengths, personality, interests, and skills and articulate how they are relevant to the internship and future employment
8. 8. Be able to critically reflect on personal skill development through written communication

9. Develop the skills to write a strong, professional resume and cover letter for the internship application process
10. Develop the skills to showcase their strengths, personality, achievements, and knowledge during a professional job interview
11. Research and classify industry information during a job search
12. Discuss challenges and successes with respect to personal and professional goal setting
13. Understand the sector of the industry in which the internship will be completed
14. Present ideas on career development and the environmental and agri-food sector in a public forum
15. Reflect on values, strengths, personality, interests, and skills and articulate how they are relevant to the internship and future employment
16. Be able to critically reflect on personal skill development through written communication

Internship Schedule

Important dates:

April 7th – Deadline to complete internship hours if graduating this term

August 7th – Deadline to complete internship hours if not graduating this term

Please refer to the Internship Guidelines document for a detailed placement procedure:

<https://courselink.uoguelph.ca/d2l/le/content/774665/viewContent/3231416/View> (<https://courselink.uoguelph.ca/d2l/le/content/774665/viewContent/3231416/View/>).

For an internship to be guaranteed to a student, they must meet the following criteria:

- Submission of the Draft and Final Application by the due date, with a passing grade on the Final Application
- Application to Internships on Experience Guelph and/or communication with the Internship Coordinator on their progress in securing an internship.

Due dates for deadlines of two assignments depend on internship placement and completion. They will be confirmed with each student individually. Internships may be completed as late as the end of the following semester, so the final Self#Reflection paper may be due as late as s25. Final grades will not be complete until after the final Self#Reflection is submitted and graded.

Schedule of Topics and Assignments

Day	Date	Topic	Activities	Due
Mon	1/6	Lecture 1 Intro, Expectations, and Internship Process	ALEX 309 and Zoom Asynchronous recording on CourseLink	
Wed	1/8	Lecture 2 Writing a Professional Application	Alex 309 and Zoom Asynchronous recording on CourseLink	
Fri	1/10	Lecture 3 Writing a Professional Application	Alex 309 and Zoom Asynchronous recording on CourseLink	
Mon	1/13	Lecture 4 Writing a Professional Application	Alex 309 and Zoom Asynchronous recording on CourseLink	
Wed	1/15	Lecture 5 Networking, Email Writing, and Professionalism	Alex 309 and Zoom Asynchronous recording on CourseLink	Draft Application Due
Fri	1/17	Lecture 6 Interview Skills	Alex 309 and Zoom Asynchronous recording on CourseLink	
Mon	1/20	Lecture 7 Goal Setting and Reflection	Alex 309 and Zoom Asynchronous recording on CourseLink	
Wed	1/22	Lecture 8 Environmental Sector	Asynchronous recording on CourseLink Alex 309 and Zoom	
Fri	1/24	No Lecture		
Mon	1/27	Seminar 1 Job Search and Elevator Pitch	Alex 309 and Zoom	
Wed	1/29	Seminar 1 Job Search and Elevator Pitch Presentations	Alex 309 and Zoom	

Fri	1/31	Seminar 1 Job Search and Elevator Pitch Presentations	Alex 309 and Zoom	Final Application Due
Mon	2/3	Lecture 9 Team Conflict Management	Alex 309 and Zoom Asynchronous recording on CourseLink	
Wed	2/5	No Lecture	Independent Internship Work	
Fri	2/7	No Lecture	Independent Internship Work	Mock Interview Questions Due
Mon	2/10	Mock Interviews this Week	Scheduled with Boris or Alyson	
Mon	2/17	Winter Break		
Wed	2/19	Winter Break		
Fri	2/21	Winter Break		
Mon	2/24	Guest Lecture Career Spotlight	Alex 309 and Zoom	
Wed	2/26	Lecture 10 Negotiation Skills	Alex 309 and Zoom Asynchronous recording on CourseLink	
Fri	2/28	Guest Lecture Career Spotlight	Alex 309 and Zoom	
Mon	3/3	No Lecture	Independent Internship Work	
Wed	3/5	No Lecture	Independent Internship Work	
Fri	3/7	No Lecture	Independent Internship Work	
Mon	3/10	No Lecture	Independent Internship Work	
Wed	3/12	No Lecture	Independent Internship Work	
Fri	3/14	No Lecture	Independent Internship Work	
Mon	3/17	Environmental/Agri-Food Sector Presentations	Alex 309 or Zoom	
Wed	3/19	Environmental/Agri-Food Sector Presentations	Alex 309 or Zoom	
Fri	3/21	Environmental/Agri-Food Sector Presentations	Alex 309 or Zoom	
Mon	3/24	No Lecture	Independent Internship Work	
Wed	3/26	No Lecture	Independent Internship Work	
Fri	3/28	No Lecture	Independent Internship Work	
Mon	3/31	Self Reflection Presentations	Alex 309 and Zoom	
Wed	4/2	Self Reflection Presentations	Alex 309 and Zoom	
Fri	4/4	Self Reflection Presentations-Last Day of Class	Alex 309 and Zoom	
Mon	4/7	No Class		
Wed	4/9	No Class		
Fri	4/11	No Class		
Mon	4/14	No Class		
Wed	4/16	No Class		
Fri	4/18	Holiday - No Exams Scheduled		
Mon	4/21	No Class		

Assessment Breakdown

Description	Weighting (%)	Due Date
Tailored Job Application	15%	Draft- January 15 Final- January 31
Job Search and Elevator Pitch Presentation	6%	Week of January 27
Mock Interview Assignment	10%	Feb 7 and week of Feb 10

Environmental Sector Presentation	12%	Week of March 17
Host Organization and Goal Setting	20%	Two weeks after internship confirmed
Self-Reflection Presentation	37%	March 31 and/or two weeks after internship is completed

Assessment Details

Presentation

Job Search and Elevator Pitch Presentation

6%

Presentations will discuss three job postings that you have found and are interested in, either on Experience Guelph or externally. You will also present an elevator pitch as to why you are qualified for these positions. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 6, 7

Midterm

Tailored Job Application

15%

Cover letter and resume targeted to specific job or internship posting. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 1, 2

Reflective Activities

Mock Interview Assignment

10%

Submit responses to traditional interview questions via Dropbox by February 7. You must also include a job/internship posting, which your responses will be based on. The week of Feb. 10, you will schedule a 30-minute mock interview with either Alyson or Boris. Questions in the mock interview will be taken from mock interview assignment questions. You will be graded on both your written answers and the mock interview.

Course Learning Outcomes Assessed: 2, 3

Presentation

Environmental Sector Presentations

12 %

Presentations will discuss the sector of the environmental industry that most interests you, including, current outlook in Canada, typical career pathways and qualifications required. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 3, 5, 6, 7

Assignment

Host Organization and Goal Setting

20%

Research host organization and set goals for internship. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 4

Reflective Activities

Self-Reflection Presentation

37%

Critically reflect on internship experience as well as the goals that were set prior to start date. Reflection will be presented to class or to Alyson or Boris, depending when internship is completed. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 7, 8

Last Day to Drop Course

The final day to drop Winter 2025 courses without academic penalty is the last day of classes: April 04

After this date, a mark will be recorded, whether course work is completed or not (a zero is assigned for missed tests/assignments). This mark will show on the student's transcript and will be calculated into their average.

Course Grading Policies

Submission of Assignments

All assignments will be submitted through Dropbox on CourseLink, unless otherwise stated.

Late Assignments

Assignments are assigned a date and time for submission. Assignments may be submitted after that time up to a maximum of six days subject to a late penalty. The late penalty is a deduction of marks at the rate of 5% per day. Assignments will not be accepted after sixth day.

Extensions for assignments may be granted in accordance with the University's policy regarding (<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml/>) academic consideration (<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml/>).

If you require an extension, discuss this with the instructor, in writing, as soon as possible and well before the due date.

Experiential Learning Component

Experiential Learning (EL) at the University of Guelph means learning through action. EL activities provide students with the opportunity to apply course material to real-world, meaningful contexts.

This course has integrated the following Experiential Learning Components: Professional or Career Practice, Work Experience (<https://www.uoguelph.ca/experientiallearning/students/search-experiential-learning-opportunities/curricular-and-course-based-opportunities-0/>).

Upon successful completion, this experiential learning course will be reflected on the student's Professional and Career Development Record (PCDR). Learn about the PCDR and experiential learning at www.uoguelph.ca/pcdr (<https://www.uoguelph.ca/experientiallearning/pcdr/>).

Standard Statements for Undergraduate Courses

Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>) is outlined in the Undergraduate Calendar.

Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability. Use of the SAS Exam Centre requires students to make a booking at least 10 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the SAS website. (<https://www.uoguelph.ca/sas/>)

Accommodation of Religious Obligations

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for Academic Accommodations of Religious Obligations (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/>).

Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all undergraduate students except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in the Undergraduate Calendar - Dropping Courses (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/>).

Email Communication

As per university regulations, all students are required to check their <uoguelph.ca> e-mail account regularly: e-mail is the official route of communication between the University and its students.

Health and Wellbeing

The University of Guelph provides a wide range of health and wellbeing services at the Vaccarino Centre for Student Wellness (<https://wellness.uoguelph.ca/>). If you are concerned about your mental health and not sure where to start, connect with a Student Wellness Navigator (<https://wellness.uoguelph.ca/navigation/>) who can help develop a plan to manage and support your mental health or check out our mental wellbeing resources (<https://wellness.uoguelph.ca/shine-this-year/>). The Student Wellness team are here to help and welcome the opportunity to connect with you.

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

Recording of Materials

Presentations that are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Resources

The Academic Calendars (<http://www.uoguelph.ca/registrar/calendars/?index>) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. See the Undergraduate Calendar for information on regulations and procedures for Academic Consideration. (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>)