



UNIV*3140 Flexible Internship in Agri-Food

Fall 2019

Section: 01

Department of Food, Agricultural & Resource Economics

Credit Weight: 0.50

Course Details

Calendar Description

This course offers online and classroom components together with a forty (40) hour experiential learning opportunity ("Internship") in the agri-food sector with government, industry or civil society organizations. Students will learn about the integrated nature of the agri-food industry in Canada and the many forces that shape this system, including their own food choices. Knowledge of current and future trends in the agri-food system together with the development of certain career-readiness skills will assist students who may have a career interest in the agri-food sector. The timing for the completion of the Internship is somewhat flexible. It can be completed during the semester in which course is taken or up until the end of the following semester. Successful completion of the Internship is mandatory in order to complete the course.

Pre-Requisite(s): 9.00 credits

Co-Requisite(s): None

Restriction(s): UNIV*2100. Not available to co-op students. Must have at least a 70% cumulative grade average. Must be in class levels 05, 06 or 07 to be able to complete the Internship requirement before graduation. Instructor consent required.

Method of Delivery: Blended (Online and In-Class)

Lecture Information:

- Tuesday, September 10 – 7:00 pm – 9:00 pm
- Tuesday, November 26 – 7:00 pm – 9:00 pm

Seminar Information:

- Tuesday, October 8 – 7:00 pm – 9:00 pm
- Tuesday, October 15 – 7:00 pm – 9:00 pm

Course Requirements: Internships are unpaid and must be confirmed by the end of week 10. If a student does not have a confirmed Internship, they may not be able to submit their Host Organization Information and Goal Setting Assignment. If a student does not complete all 40 hours of their Internship, they may not be able to submit their Self-Reflection Assignment.

For an Internship to be guaranteed to the 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

Final Exam

There is no final exam in this course.

Instructional Support

Instructor

[TBA]

Email:

Telephone: (519) 824-4120 Ext.

Office: Building, Room

Learning Resources

Required Textbook

There is no required textbook for this course.

Course Website

[CourseLink](#) is the course website and will act as your classroom. It is recommended that you log in to your course website every day to check for announcements, access course materials, and review the weekly schedule and assignment requirements.

<https://courselink.uoguelph.ca>

Ares

For this course, you will be required to access course reserve materials through the University of Guelph McLaughlin Library. To access these items, select **Ares** on the navbar in CourseLink. Note that you will need your Central Login ID and password in order to access items on reserve.

For further instructions on accessing reserve resources, visit [How to Get Course Reserve Materials](#).

If at any point during the course you have difficulty accessing reserve materials, please contact the e-Learning Operations and Reserve Services staff at:

Tel: 519-824-4120 ext. 53621

Email: libres2@uoguelph.ca

Location: McLaughlin Library, First Floor, University of Guelph

<http://www.lib.uoguelph.ca/find/find-type-resource/course-reserves-ares/how-get-course-reserve-material>

Learning Outcomes

Course Learning Outcomes

By the end of this course, you should be able to:

1. Describe various levels and sectors of the agri-food industry in Canada.
2. Discuss the integrated nature of agriculture and food systems in Canada.
3. Analyze and discuss your relationship to farmers, food manufacturers, and retailers.
4. Examine the scientific, political, social and cultural components of, and pressures on, the current and future agri-food system in Canada.
5. Reflect on your values, strengths, personality, interests, and skills, and articulate how these are relevant to your Internship and future employment.
6. Write a professional resume and cover letter for the Internship application process.
7. Demonstrate your strengths, personality, achievements and knowledge during a job interview.
8. Recognize the importance of professionalism in the workplace and how to apply it to your career development.
9. Reflect on your personal experiences from a 40-hour Internship in the agri-food sector and make connections to the role your host organization plays in industry.

Teaching and Learning Activities

Method of Learning

This is a blended learning course which involves a combination of online learning and classroom sessions facilitated by the instructor. Lectures, seminars, discussions, readings and writing will take place in online and classroom environments.

In-Class Lectures

There will be two 2-hour, in-class lectures that you are required to attend. The first is at the beginning of the course and will serve to orient you to the course and to the Internship process and to introduce you to career development and the agri-food sector. The second in-class lecture will be held on the last day of classes and will serve to consolidate your learning about the agri-food industry.

Seminars

There will be two 2-hour seminars, one held during week 5 and one in week 6. Seminars will require you to work collaboratively in small groups to practice interview skills and conduct peer-to-peer mock interviews.

Online Modules

Much of your time in this course will be spent interacting with your peers in online discussions, reading course content, participating in ungraded learning activities and completing assessments. You are expected to engage in the online environment at least 3-5 times per week.

Course Structure

This course has been designed to introduce you to the core skills and knowledge needed to prepare for a career in the agri-food sector. The course has been organized into 3 thematic areas that serve to connect the agri-food materials with career skills development: (1) Discover – Self, Industry & Work World; (2) Engage – Job Search & Industry; and (3) Participate –The Workplace & The Future of Industry.

Within each theme there are several modules that focus on career development skills and key topics in agriculture and agri-food. While there is no formal textbook for this course, you will be expected to explore online materials, watch videos, review reports, and complete surveys and worksheets.

In addition to your Internship hours, you can expect to spend approximately 8 hours per week engaging with the content and course activities within each module, as well as with course assessments. The first half of the semester is heavily focused on career skills development – though you will be introduced to a new topic in agri-food each week. This approach prepares you to start applying for Internship positions by weeks 3 and 4. The second half of the semester focuses on the structure and importance of the

agri-food industry. These modules will build on the introductory agri-food content from the first half of the semester.

Schedule

It is strongly recommended that you follow the course schedule provided below. The schedule outlines what you should be working on each week of the course and lists the important due dates for the assessments. By following the schedule, you will be better prepared to complete the assessments and succeed in this course.

Table 1: Course Schedule

Theme	Week	Topics	Assessments
Discover: Self, Industry & Work World	1	In-Class Lecture	Orientation and Introduction
		Online	Your Professional Identity Canadian Agriculture & Agri-Food System
	2	Online	Effective Resumes Primary Agriculture Internship Application (Draft)
	3	Online	Interview Preparation Food & Beverage Processing Internship Application (Final)
	4	Online	Interview Success Food Retail & Service Host Organization Information and Goal Setting Assignment <i>(Due 1 week after Internship is confirmed)</i>

Theme	Week		Topics	Assessments
Engage: Job Search & Industry	5	Online	Opportunity Searching Stakeholders in the Canadian Agri-Food System	Online Discussion (Graded)
		In-Class Seminar	Using the STAR Method for Effective Interviews & Interview Skills Practice Session	
	6	Online	Networking Role of Government in the Agri-Food Sector	Online Discussion (Graded)
		In-Class Seminar	Effective Interviews – Practice and Assessment	Mock Interview (In-Class)
	7	Online	Managing Your Career Trends in Canadian Agriculture	Online Discussion (Graded)
	8	Online	Conflict Management Trends in Canadian Food Production & Consumption	Online Discussion (Graded)
Participate: The Workplace & The Future of Industry	9	Online	Accessible Workplaces Canada's Food Guide & the Agri-Food Sector	Online Discussion (Graded)
	10	Online	Success at Work, Resiliency & Wellbeing Influences on Agri-Food Production and Processing	Online Discussion (Graded)
DEADLINE TO CONFIRM INTERNSHIP – END OF WEEK 10				
11	Online	Safe and Supportive Workplaces Influences on Agri-Food Retail & Consumption	Online Discussion (Graded)	
12	Online	Career Planning Canadian Agri-Food in the Global System	Online Discussion (Graded)	
	In-Class Lecture	Wrap Up	Self-Reflection Assignment <i>(Due 2 weeks after Internship is complete)</i>	

Assessments

The grade determination for this course is indicated in the following table. A brief description of each assessment is provided below. Select **Content** on the navbar to locate **Assessments** in the table of contents panel to review further details of each assessment. Due dates can be found under the Schedule heading of this outline.

Table 2: Course Assessments

Assessment Item	Weight	Due Date	Learning Outcomes
Online Discussions (Best 5 of 8; 5 x 3%)	15%	Weekly	1, 2, 3, 4
Draft Internship Application (Cover Letter & Resume)	5%	Week 2	5, 6
Final Internship Application (Cover Letter & Resume)	15%	Week 3	5, 6
Mock Interview (In-Class Seminar)	15%	Weeks 6	7, 8
Host Organization Information & Goal Setting Assignment	20%	One week after Internship is assigned	1, 5, 8
Self-Reflection Assignment	30%	Two weeks after Internship is complete	1, 4, 5, 8, 9
Total	100%		

Note: Due dates for assessments dependent on when Internship is assigned and completed and will be confirmed with each student individually. Internships may be completed as late as by the end of the following semester, with the Self-Reflection Assignment due two weeks after.

Assessment Descriptions

Online Discussions

Throughout the course, you will be prompted to participate in weekly asynchronous online discussions, each focused on a different aspect of the agri-food industry. Of the 12 discussions, you will only be assessed on eight – those conducted during weeks 5 through 12. Of the eight discussions, your best five original postings will count toward

your final grade. Discussion participation will be evaluated on the quality of your answers and how well you connect your ideas to the agri-food industry.

Internship Application

This assessment will require you to create a resume and a cover letter that matches your skills, qualifications and experiences to the Internship experiences that you will be applying to and to create a professional resume that showcases your key qualifications to prospective host organizations. You will be provided with formative feedback on your draft cover letter and resume. Your final submissions will be graded and should reflect the qualities of an effective cover letter and resume.

Mock Interview

You will be required to participate in two in-class seminars (weeks 5 and 6). Each in-class seminar will be 2-hours in length.

The purpose of the first seminar is to provide you with an opportunity to explore the interview process, to practice answering different interview questions and to use the STAR method (Situation – Task – Action – Result). The second in-class seminar will be used to assess your interview skills through a graded peer-to-peer mock interview.

Host Organization Information & Goal Setting Assignment

Before your Internship commences, you will research the organization you will be working with. The foundation of your research should be what you would research if you were preparing for an interview but should also include information that shows your awareness of the organization's role within the agri-food sector.

Additionally, you are to select two goals for you to work on while in your Internship. These goals can be about self-development (improvement of tangible skills) or they can be about development of technical skills. You can select to improve any combination of tangible or technical skill development.

You are to come up with a plan to work on each goal including any steps you plan to help you accomplish each goal.

Your Self-Reflection Assignment will then require you to reflect on your experience in working on these goals.

Self-Reflection Assignment

The self-reflection assignment will be a consolidation of your learning in this course and of your Internship experience. You will be asked to reflect on the goals you set in the Host Organization Information and Goal Setting Assignment and your experiences during your Internship. In your reflection, you will be asked to make connections between your experiences, the sector of the industry that your Internship operates in and the larger agri-food sector.

Course Technologies and Technical Support

CourseLink System Requirements

You are responsible for ensuring that your computer system meets the necessary [system requirements](#). Use the [browser check](#) tool to ensure your browser settings are compatible and up to date. (Results will be displayed in a new browser window).

<http://spaces.uoguelph.ca/ed/system-requirements/>

<https://courselink.uoguelph.ca/d2l/systemCheck>

Technical Skills

As part of your online experience, you are expected to use a variety of technology as part of your learning:

- Manage files and folders on your computer (e.g., save, name, copy, backup, rename, delete, and check properties);
- Install software, security, and virus protection;
- Use office applications (e.g., Word, PowerPoint, Excel, or similar) to create documents;
- Be comfortable uploading and downloading saved files;
- Communicate using email (e.g., create, receive, reply, print, send, download, and open attachments);
- Navigate the CourseLink learning environment and use the essential tools, such as **Dropbox**, **Quizzes**, **Discussions**, and **Grades** (the instructions for this are given in your course);
- Access, navigate, and search the Internet using a web browser (e.g., Firefox, Internet Explorer); and
- Perform online research using various search engines (e.g., Google) and library databases.

Course Technologies

Ares

The library's Ares Course Reserve system is a software solution that provides you with access to digital resources used in your course. The system also provides information on print resources placed at the physical reserve desk at the library. Accessibility and privacy policy statements do not exist for this software.

CourseLink

Distance Education courses are offered entirely online using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the [University of Guelph's Access and Privacy Guidelines](#). Please visit the D2L website to review the [Brightspace privacy statement](#) and [Brightspace Learning Environment web accessibility standards](#).

<http://www.uoguelph.ca/web/privacy/>

<https://www.d2l.com/legal/privacy/>

<https://www.d2l.com/accessibility/standards/>

Technical Support

If you need any assistance with the software tools or the CourseLink website, contact CourseLink Support.

CourseLink Support

University of Guelph

Day Hall, Room 211

Email: courselink@uoguelph.ca

Tel: 519-824-4120 ext. 56939

Toll-Free (CAN/USA): 1-866-275-1478

Walk-In Hours (Eastern Time):

Monday thru Friday: 8:30 am–4:30 pm

Phone/Email Hours (Eastern Time):

Monday thru Friday: 8:30 am–8:30 pm

Saturday: 10:00 am–4:00 pm

Sunday: 12:00 pm–6:00 pm

Course Specific Standard Statements

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), which you are expected to adhere to.

<https://www.uoguelph.ca/ccs/infosec/aup>

Communicating with Your Instructor

During the course, your instructor will interact with you on various course matters on the course website using the following ways of communication:

- **Announcements:** The instructor will use **Announcements** on the Course Home page to provide you with course reminders and updates. Please check this section frequently for course updates from your instructor.
- **Ask Your Instructor Discussion:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. To access this discussion forum, select **Discussions** from the **Tools** dropdown menu.
- **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will respond to your email within 24 hours.
- **Skype:** If you have a complex question you would like to discuss with your instructor, you may book a Skype meeting. Skype meetings depend on the availability of you and the instructor and are booked on a first come first served basis.

Netiquette Expectations

For distance education courses, University policies apply regardless of the method of delivery. These include but are not limited to policies regarding Acceptable Use, Human Rights, Academic Misconduct and Non-Academic Misconduct. Examples of inappropriate online behaviour include:

- Posting inflammatory messages about your instructor or fellow students;
- Using obscene or offensive language online;
- Copying or presenting someone else's work as your own;
- Adapting information from the Internet without using proper citations or references;
- Buying or selling term papers or assignments;
- Posting or selling course materials to course notes websites;
- Having someone else complete your quiz or completing a quiz for/with another student;
- Stating false claims about lost quiz answers or other assignment submissions;
- Threatening or harassing a student or instructor online;
- Discriminating against fellow students, instructors, and/or TAs;
- Using the course website to promote profit-driven products or services;
- Attempting to compromise the security or functionality of the learning management system; and
- Sharing your username and password.

Submission of Assignments to Dropbox

All written assignments for this course should be submitted electronically via the online **Dropbox** tool. When submitting your assignments using the **Dropbox** tool, do not leave the page until your assignment has successfully uploaded. To verify that your submission was complete, you can view the submission history immediately after the upload to see which files uploaded successfully. The system will also email you a receipt. Save this email receipt as proof of submission.

Be sure to keep a back-up copy of all of your assignments in the event that they are lost in transition. In order to avoid any last-minute computer problems, your instructor strongly recommend you save your assignments to a cloud-based file storage (e.g., Google Docs), or send to your email account, so that should something happen to your computer, the assignment could still be submitted on time or re-submitted.

It is your responsibility to submit your assignments on time as specified on the Schedule. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that **technical difficulty is not an excuse not to turn in your assignment on time**. Don't wait until the last minute as you may get behind in your work.

If, for some reason, you have a technical difficulty when submitting your assignment electronically, please contact your instructor or [CourseLink Support](#).

<http://spaces.uoguelph.ca/ed/contact-us/>

Late Policy

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 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.

Obtaining Grades and Feedback

Unofficial assessment marks will be available in the **Grades** tool of the course website.

Your instructor will have grades posted online within 2 weeks of the submission deadline, if the assignment was submitted on time. Once your assignments are marked you can view your grades on the course website by selecting **Grades** from the **Tools**

dropdown menu on the navbar. Your course will remain open to you for seven days following the last day of the final exam period.

University of Guelph degree students can access their final grade by logging into [WebAdvisor](#) (using your U of G central ID). Open Learning program students should log in to the [OpenEd Student Portal](#) to view their final grade (using the same username and password you have been using for your courses).

<https://webadvisor.uoguelph.ca>

<https://courses.opened.uoguelph.ca/portal/logon.do?method=load>

Rights and Responsibilities When Learning Online

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

For more information on your rights and responsibilities when learning in the online environment, visit [Rights and Responsibilities](#).

<http://opened.uoguelph.ca/student-resources/rights-and-responsibilities>

University Statements

University of Guelph: Undergraduate Policies

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

Consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

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.

When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor in writing, with your name, ID number and email contact.

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Drop Date

The last date to drop this course, without academic penalty, is the last day of classes of the academic enrollment semester. [Review the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Copies of Assignments

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

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Accessibility Services as soon as possible.

For more information, contact Accessibility Services at 519-824-4120 ext. 56208, [email Accessibility Services](#) or visit the [Accessibility Services website](#).

accessibility@uoguelph.ca

<https://wellness.uoguelph.ca/accessibility/>

Academic Misconduct

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](#) is detailed in the Undergraduate Calendar.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Copyright Notice

Content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third-party website, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, review [Fair Dealing Guidance for Students](#).

http://www.lib.uoguelph.ca/sites/default/files/fair_dealing_policy_0.pdf

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

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