### REQUEST FOR ADDITION OF NEW COURSE

**Department**: AEEE  
**College**: Agriculture  
**Date**: December 1, 2016

#### PROPOSED COURSE DESCRIPTION

<table>
<thead>
<tr>
<th>Rubric &amp; No.</th>
<th>AEEE 7826 Title</th>
<th>Internship in Agricultural and Extension Education and Evaluation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Short Title (≤ 19 characters)</td>
<td>I N T R N A G X E D E V A L</td>
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<tr>
<td></td>
<td>Semester Hours of Credit</td>
<td>1 - 9</td>
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<td></td>
<td>Lab/Sem/Rec:</td>
<td>1 - 9</td>
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<td></td>
<td>Repeat Credit Max. (if repeatable):</td>
<td>9 credit hours Graduate Credit?</td>
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<td>Credit will not be given for this course and:</td>
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<td>Course Type (Indicate hours in the appropriate course type.)</td>
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<td></td>
<td>Lecture:</td>
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<td>Lab:</td>
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<td>Seminar:</td>
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<td>Recitation:</td>
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<td>Lec/Rec:</td>
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<td>Lec/Sem:</td>
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<td>Lec/Lab:</td>
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<td>Res/Ind:</td>
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<td>Clin/Pract:</td>
<td></td>
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<tr>
<td></td>
<td>Intern:</td>
<td>1 - 9</td>
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<tr>
<td></td>
<td>Maximum enrollment per section: (use integer, e.g. 25 not 20-30)</td>
<td>10</td>
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<tr>
<td></td>
<td>Grading System:</td>
<td>Letter Grade / Pass/Fail Final Exam: Yes</td>
</tr>
</tbody>
</table>

**(Attach justification if the proposed course will not hold a final exam during examination week.**)**

**Course Description:**
(Concise catalog statement exactly as you wish it to appear in the General Catalog)

AEEE 7824 Graduate Internship in Agricultural and Extension Education and Evaluation (1–9). May be taken for a max. of 9 sem. hrs of credit. Prereq.: Permission of Instructor. Each credit hour requires 40 hours of supervised experience. Supervised on-the-job experience within an approved agricultural education, extension education, and/or evaluation business, institution or organization.

**BUDGET IMPACT (IF ANSWER TO ANY QUESTION IS "YES", ATTACH EXPLANATION).**

If this course is approved, will additional staff be needed? Yes No x

Will additional space, equipment, special library materials or other major expense be involved? Yes No x

Academic Affairs Approval: (Date)

**ATTACHMENTS (ATTACH THE FOLLOWING TO YOUR PROPOSAL)**

JUSTIFICATION: Justification must explain why this course is needed and how it fits into the curricula. Will the course duplicate other courses?

SYLLABUS: Including 14 week outline of the subject matter; titles of text, lab manual, and/or required readings; grading scale and criteria
(For 4000-level, specify graduate student grading criteria if requirements differ for graduate and undergraduate students).

**APPROVALS**

<table>
<thead>
<tr>
<th>Department Approval Date</th>
<th>College Faculty Approval Date</th>
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</thead>
<tbody>
<tr>
<td>12/5/16</td>
<td>12/9/16</td>
</tr>
</tbody>
</table>

Department Chair Signature: Jennifer Neal  
Graduate Dean Signature: Michelle A. Massé  
College Contact: jsherm@elsu.edu

Chair, FS C&C Committee Approval: (Date)  
Academic Affairs Approval: (Date)
Justification for AEEE 7826: Currently, the AEEE department does not have a graduate level, non-teaching related internship course. In the past, independent study and/or special topics courses have been utilized for graduate students who complete an internship experience. However, due to credit limits for independent and special topics courses, it has been determined necessary to add a graduate level internship course to the departmental course offerings. Student internships must be departmentally approved.

A traditional syllabus has not been included, however a student contract, similar to what other departments utilize for internship courses, has been developed and included.

In lieu of a traditional final examination, a portfolio of completed work will be required of each student completing AEEE 7826.
AEEE 7826
Internship in
Agricultural and Extension Education
And Evaluation

Once complete, return this internship contract to Dr. Melissa Cater, AEEE Graduate Coordinator.

INSTRUCTOR:
TBA

COURSE DESCRIPTION:
Each credit hour requires 45 hours of supervised experience. Supervised on-the-job experience within an approved agricultural education, extension education, and/or evaluation business, institution or organization.

A. Student Information

Name: 
LSU ID: 
Request for Semester/Year: 
Credits Requested: 
Local/Mobile Phone Number: 

LSU Email: 

Alternative Email (If Applicable)

B. Internship Description

1. Brief description of the internship. Include: organization/business/institution name, location, immediate supervisor contact information, and summary of planned activities

Organization/Business/ Institution Name:

Immediate Supervisor Name:

Address:

City: 
State:

Telephone: 
Email

AEEE 7826

Course Syllabus · page 1
2. Detailed Internship Description (Attach Additional Page): In essence, answer the question, *What will you be doing?*

3. Internship Timeline: When will activities be completed, reports drafted, evaluation date, final project?

**AEEE Internship Policies**

1. The internship cannot be retroactive (i.e., already completed)

2. Students cannot receive credit in AEEE 7826 and any other internship/independent study/special topics for the SAME work.

3. The internship cannot be “transferred” from another academic institution.

**C. Student Learning Objectives**

The student, faculty sponsor, and internship supervisor will come together to create custom student learning objectives for the internship experience.

SLO 1:

SLO 2:

SLO 3:

**D. Deliverables**

Each student will complete, at a minimum, a final portfolio showcasing completed work and skills/competencies gained. Further, per LSU Policy Statement 38, each student intern will receive a formal report from his or her internship supervisor that will be utilized in determining the final course grade. The student, faculty sponsor, and internship supervisor will come together to create two custom deliverables to indicate how the student will be evaluated based on the student learning objectives. Examples of additional deliverables may include: scheduled reflection reports, evaluation documents, oral presentation of completed work, etc.

Internship Supervisor Report: 20% of Final Grade

Deliverable 1: Final Portfolio – 30% of final grade

Deliverable 2: 25% of final grade –

Deliverable 3: 25% of final grade –
E. Grading Scale (Percent)

<table>
<thead>
<tr>
<th>Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>97% - 100%</td>
<td>A+</td>
</tr>
<tr>
<td>93% - 96%</td>
<td>A</td>
</tr>
<tr>
<td>90% - 92%</td>
<td>A-</td>
</tr>
<tr>
<td>87% - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>83% - 86%</td>
<td>B</td>
</tr>
<tr>
<td>80% - 82%</td>
<td>B-</td>
</tr>
<tr>
<td>77% - 79%</td>
<td>C+</td>
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<td>73% - 76%</td>
<td>C</td>
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<tr>
<td>70% - 72%</td>
<td>C-</td>
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<tr>
<td>67% - 69%</td>
<td>D+</td>
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<tr>
<td>63% - 66%</td>
<td>D</td>
</tr>
<tr>
<td>60% - 62%</td>
<td>D-</td>
</tr>
<tr>
<td>0% - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

F. Faculty & Internship Site Approval

The student, faculty sponsor, and internship supervisor will, together, outline learning student learning objectives and deliverables of the internship experience. The internship supervisor and faculty sponsor will each complete an evaluation of the student prior to the granting of academic credit (i.e., submission of final grade). Once complete, the evaluations will be turned in to Dr. Melissa Cater, Graduate Coordinator, 157 JC Miller Hall, where it will be kept on file.

By signing below. The faculty sponsor and the internship supervisor agree to work with the student and provide supervision and evaluation before granting credit to the student.

Faculty Sponsor

**Faculty Sponsor Name:**

**Signature**

**Email:**

**Date:**

**Internship Supervisor Name:**

**Signature**

**Email:**

**Date:**

**LSU POLICIES**

**LSU Commitment to Community:**
Louisiana State University is an interactive community in which students, faculty, and staff
together strive to pursue truth, advance learning, and uphold the highest standards of
performance in an academic and social environment. It is a community that fosters individual
development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- Accept responsibility for my actions;
- Hold myself and others to the highest standards of academic, personal, and social
  integrity;
- Practice justice, equality, and compassion in human relations;
- Respect the dignity of all persons and accept individual differences;
- Respect the environment and the rights and property of others and the University;
- Contribute positively to the life of the campus and surrounding community;
- And use my LSU experience to be an active citizen in an international and interdependent
  world.

The continued success of LSU depends on the faithful commitment by each community member
to these, our basic principles.

**Academic Integrity**
Academic integrity is fundamental to the activities and principles of any university. Members of
the academic community must be confident that each person’s work has been honorably
acquired, developed, and presented. The academic community regards academic dishonesty as an
extremely serious matter, with consequences that range from probation to expulsion.

Academic misconduct includes, but is not limited to cheating, plagiarism, collusion, falsifying
academic records, and/or any act designed to give unfair academic advantage to the student. This
includes, but is not limited to the submission of essentially the same written assignment for two
courses without the prior permission of the instructors or providing false or misleading
information in an effort to receive a postponement or an extension on a test, quiz or other
assignment.

All cases of alleged academic misconduct will be referred to the Office of the Dean of Students.
More information about the Code of Student Conduct can be found at the Judicial Affairs
website at

**Accessibility Statement**
If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office of Disability Services (112 Johnston Hall) or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

**Counseling Services**
Resources are available on campus for students having personal problems or lacking clear career
and academic goals which interfere with their academic performance. These resources include:

Career Services, 1502 CEBA Building, 578-2162
Nondiscrimination Statement
The classroom environment should encourage student respect for others and their opinions, regardless of race, color, religion, national origin, ancestry, gender, age, veteran status, and sexual orientation. Faculty and staff in the School of Human Resource Education and Workforce Development are committed to cultural diversity and nondiscrimination towards all students.

- This form adapted from Department of Renewable Natural Resources internship contract

By signing, the student agrees to the terms in this contract

Print Name

Signature Date

AEE Department Head
or Graduate Coordinator