

MMG290 Syllabus Academic Year 2022-23

MMG290, Internship, Credit Hours: variable

Modality, Meeting Pattern, Location (if assigned)

Fully online course.

Instructor Name, Contact Information, Office Hours

Rebecca Guy, Rebecca.Guy@med.uvm.edu, Office Hours: by appointment

Technical support for students

Students, please read this technology checklist to make sure you are ready for classes.

<https://www.uvm.edu/it/kb/student-technology-resources/>

Students should contact the Helpline (802-656-2604) for support with technical issues.

Pre-requisites or co-requisites

Instructor Permission required

Course Description

MMG Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Internships are completed under the guidance of an on-site field supervisor and a faculty sponsor, who in combination with the student will create a framework for learning and reflection.

Course Learning Objectives

- Develop an understanding of how MMG coursework ties to professional careers of interest
- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure
- Develop professional connections and identify a strategy for maintaining those connections

Modality description/Outline

MM290 is an experiential learning course. Course materials and weekly progress reports will be delivered via Blackboard in a fully online modality. The specific dates and times the student will be at the internship site will be determined by the field supervisor, in consultation with the student.

Required Course Materials:

- Student is required to submit an Internship Proposal/Design Statement (see template below)
- Student is required to submit a current resume
- Student must submit a letter of commitment from field supervisor
- Proposal must be reviewed and approved by both faculty sponsor and field supervisor prior to registration for Internship course credit

Required platforms and software:

Blackboard will be used to for weekly progress reports and as a means to communicate important announcements and upcoming deadlines.

Microsoft Teams will be used for office hours and student end-of-term oral presentation.

Attendance Policy and Classroom Environment Expectations:

The [UVM attendance policy](#) outlines expectations for attendance.

Proper decorum is expected at all times. Please refer to UVM's Code of Student Conduct.

The [Green and Gold Promise](#) clearly articulates the expectations that UVM has for students, faculty, and staff to remain compliant with all COVID-19 recommendations from the federal CDC, the State of Vermont, and the City of Burlington. This include following all rules regarding facial coverings and social distancing when attending class. If you do not follow these guidelines, I will ask you to leave the class. If you forget your mask, you cannot enter the class and should go back and retrieve your mask. The [Code of Student Conduct](#) outlines policies related to violations of the Green and Gold Promise. Sanctions for violations include fines, educational sanctions, parent notification, probation, and suspension.

Attendance and illness/isolation/quarantine:

Students who need to miss work/internship hours for any reason, including required isolation or quarantine this semester, must communicate with both their faculty sponsor and field supervisor. If you are seen by Student Health Services and are told not to attend classes, request that they inform your Dean's office. We will discuss course work make-up on a case-by-case basis.

Grading Criteria/Policies:

The grade will be determined as follows:

Weekly Progress Reports:	30%
Performance Evaluation (Field Supervisor):	60%
Oral Presentation:	10%

The following details ranges of points needed to attain a given grade

A+	98-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%	F	<59.9%
A	94-97.9%	B	84-86.9%	C	74-76.9%	D	64-66.9%		
A-	90-93.9%	B-	80-83.9%	C-	70-73.9%	D-	60-63.9%		

Assessments (Graded Work):

Below are descriptions of the assessments the course instructor will use to measure your internship performance. If possible, at least one site visit by the Faculty sponsor will take place during the internship.

Weekly progress reports:

Student will submit weekly progress reports via the course Blackboard site throughout the duration of the internship. Weekly progress report is due every Sunday by midnight.

Oral Presentation:

A final oral presentation summarizing the internship experience will be delivered prior to the end of the semester in which the student is registered for internship credit hours. Scheduling of the oral presentation with the MMG Undergraduate Education committee is the responsibility of the student. Oral presentation will be delivered via Microsoft Teams.

Performance evaluation:

A performance evaluation will be completed by the field supervisor and submitted to the Faculty sponsor at the end of the internship (and prior to semester grading deadlines).

Research and Citation Help

For help selecting research topics, finding information, citing sources, and more, ask a librarian. Although we're working remotely, we're eager to help. You may ask questions by phone, e-mail, chat, or text, or make an appointment for an individual consultation with a librarian.

Howe Library: <https://library.uvm.edu/askhowe>

Dana Medical Library: <https://dana.uvm.edu/help/ask>

Silver Special Collections Library: <https://specialcollections.uvm.edu/help/ask>

Course Evaluation:

UVM, MMG, and your course instructors would appreciate feedback in the organization and presentation of this course. You will have the opportunity to provide your formal feedback in an anonymous and confidential course evaluation at the end of the semester to improve the course. We will be soliciting your feedback throughout the course.

COVID 19 Policy section – This semester we must be prepared to act responsibly, which may mean pivoting instruction to a different modality. The policies below address our need for flexibility.

General statement regarding potential changes during the semester:

<http://catalogue.uvm.edu/>

The University of Vermont reserves the right to make changes in the course offerings, mode of delivery, degree requirements, charges, regulations, and procedures contained herein as educational, financial, and health, safety, and welfare considerations require, or as necessary to be compliant with governmental, accreditation, or public health directives.

Green and Gold Promise:

The [Green and Gold Promise](#) clearly articulates the expectations that UVM has for students, faculty, and staff to remain compliant with all COVID-19 recommendations from the federal CDC, the State of Vermont, and the City of Burlington.

The [Code of Student Conduct](#) outlines policies related to violations of the Green and Gold Promise. Sanctions for violations include fines, educational sanctions, parent notification, probation, and suspension.

Intellectual Property Statement/Prohibition on Sharing Academic Materials:

Students are prohibited from publicly sharing or selling academic materials that they did not author (for example: class syllabus, outlines or class presentations authored by the professor, practice questions, text from the textbook or other copyrighted class materials, etc.); and students are prohibited from sharing assessments (for example homework or a take-home examination). Violations will be handled under UVM's Intellectual Property policy and Code of Academic Integrity.

Tips for Success (optional):

Course-specific study/preparation tips

Here are a few resources for students on remote/online learning:

- Checklist for success in <https://learn.uvm.edu/about/support-for-students/checklist-online-credit-courses/>
- Academic support for online courses: <https://www.uvm.edu/academicsuccess/online-learning-student-resources-remote-instruction>

- 30-minute webinar on online learning success (Mar 2020):
https://www.youtube.com/watch?v=Xp_MYsqQyvE

Helpful resources other than the professor (e.g. [Undergraduate/Graduate Writing Center](#), [Supplemental Instruction](#), [Learning Co-op tutors](#), supplemental course materials)

Student Learning Accommodations:

In keeping with University policy, any student with a documented disability interested in utilizing ADA accommodations should contact Student Accessibility Services (SAS), the office of Disability Services on campus for students. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. All students are strongly recommended to discuss with their faculty the accommodations they plan to use in each course. Faculty who receive Letters of Accommodation with [Disability Related Flexible accommodations](#) will need to fill out the Disability Related Flexibility Agreement. Any questions from faculty or students on the agreement should be directed to the SAS specialist who is indicated on the letter.

Contact SAS:

A170 Living/Learning Center;
802-656-7753
access@uvm.edu
www.uvm.edu/access

Important UVM Policies

Religious Holidays:

Students have the right to practice the religion of their choice. If you need to miss class to observe a religious holiday, please submit the dates of your absence to me in writing by the end of the second full week of classes. You will be permitted to make up work within a mutually agreed-upon time. <https://www.uvm.edu/registrar/religious-holidays>

Academic Integrity:

The policy addresses plagiarism, fabrication, collusion, and cheating.
<https://www.uvm.edu/policies/student/acadintegrity.pdf>

Grade Appeals:

If you would like to contest a grade, please follow the procedures outlined in this policy:

<https://www.uvm.edu/policies/student/gradeappeals.pdf>

Grading:

For information on grading and GPA calculation, go to <https://www.uvm.edu/registrar/grades>

Code of Student Conduct:

<http://www.uvm.edu/policies/student/studentcode.pdf>

FERPA Rights Disclosure:

The purpose of this policy is to communicate the rights of students regarding access to, and privacy of their student educational records as provided for in the Family Educational Rights and Privacy Act (FERPA) of 1974.

<http://catalogue.uvm.edu/undergraduate/academicinfo/ferparightsdisclosure/>

Promoting Health & Safety:

The University of Vermont's number one priority is to support a healthy and safe community:

Center for Health and Wellbeing:

<https://www.uvm.edu/health>

Counseling & Psychiatry Services (CAPS)

Phone: (802) 656-3340

C.A.R.E. If you are concerned about a UVM community member or are concerned about a specific event, we encourage you to contact the Dean of Students Office (802-656-3380). If you would like to remain anonymous, you can report your concerns online by visiting the Dean of Students website at <https://www.uvm.edu/studentaffairs>

Final Exam Policy:

There is no final exam for MMG290. Students must, however, complete the oral presentation to the MMG Undergraduate Education Committee prior to the start of the final exam period. Scheduling of the oral presentation with the UEC members is the responsibility of the student.

The University final exam policy outlines expectations during final exams and explains timing and process of examination period. <https://www.uvm.edu/registrar/final-exams>

Alcohol and Cannabis Statement:

The Division of Student Affairs has offered the following statement on alcohol and cannabis use **that faculty may choose to include, or modify for inclusion**, in their syllabus or Blackboard site:

Statement on Alcohol and Cannabis in the Academic Environment

As a faculty member, I want you to get the most you can out of this course. You play a crucial role in your education and in your readiness to learn and fully engage with the course material. It is important to note that alcohol and cannabis have no place in an academic environment. They can seriously impair your ability to learn and retain information not only in the moment you may be using, but up to 48 hours or more afterwards. In addition, alcohol and cannabis can:

- Cause issues with attention, memory and concentration
- Negatively impact the quality of how information is processed and ultimately stored
- Affect sleep patterns, which interferes with long-term memory formation

It is my expectation that you will do everything you can to optimize your learning and to fully participate in this course.

MMG Internship Proposal/Design Statement- Cover sheet

Student name: _____

Dates of Internship: _____

Term of Enrollment: _____

Deadlines: contact Dr. Rebecca Guy, MMG Internship Course Instructor

To complete the internship degree requirement, a student must enroll in a least one term for credits following the internship.

Name of Sponsoring Organization: _____

Intern job title: _____

Required Signatures: signatures are required for approval

Faculty Sponsor: _____

Field Supervisor: _____

Student: _____

- Please submit a copy of this cover sheet with the full proposal packet
- Please submit Student's current resume
- Please submit Letter/Email of Commitment from sponsor/supervisor (*should include job description, amount of supervision, list of job tasks, and integration of intern's work with the mission of the sponsoring organization*)

Please submit the proposal and accompanying materials to Dr. Rebecca Guy (Rebecca.Guy@med.uvm.edu) for review and approval.

MMG Internship Proposal/Design Statement

I. CAREER GOALS

Outline broad career goals and describe how the outcomes of internship align with long term career goals. Briefly describe the relevancy of the internship to the student's academic and career goals.

II. DESCRIPTION OF LEARNING OBJECTIVES

Describe what the student expects to learn or accomplish from the experience such as skills, etc. Three to eight goals are recommended. These learning goals will be addresses in the student's internship oral report to the MMG Undergraduate Education Committee.

III. DESCRIPTION OF PLACE OF INTERNSHIP

Information about the person or organization the student is working for including address of the business, site location, funding sources, and mission statement.

IV. PREPARATION FOR UNDERTAKING THE INTERNSHIP

Describe how past course work and experiences have prepared the student for this internship.

V. NATURE AND SCOPE OF PROJECT(S)

Describe daily/weekly duties as well as project goals. Include work schedule and dates of employment.

VI. FACULTY SPONSOR

Rebecca Guy, MLS (ASCP), PhD

Microbiology and Molecular Genetics

Stafford Hall, 114A

University of Vermont

95 Carrigan Drive

Burlington, VT 05405

802-656-0941

Rebecca.Guy@med.uvm.edu

Pronouns (she/her/hers)

VII. INTERACTION WITH FACULTY SPONSOR

Student will submit weekly progress reports to Dr. Rebecca Guy via the course Blackboard site throughout the duration of the internship. Weekly progress report is due every Sunday by midnight. If possible, at least one site visit by the Faculty sponsor will take place during the internship. A final oral presentation summarizing the internship experience will be delivered prior to the end of the semester in which the student is registered for internship credit hours.

VIII. FIELD SUPERVISOR

Name, title, full address, telephone number of employer/sponsor/supervisor and email

IX. METHOD OF EVALUATION BY FACULTY SPONSOR

The Faculty sponsor will receive an on-the-job- performance evaluation from the field supervisor at the end of the internship (and prior to semester grading deadlines). A course grade will be given by the Faculty sponsor based on the performance evaluation (60%), weekly progress reports (30%), and the oral presentation (10%).

X. CREDITS

Credit hours for the internship are variable and will depend on how many hours/week and number of weeks the student will work throughout the term. Credit hours will be calculated using the following guidelines:

<http://catalogue.uvm.edu/graduate/academicenrollment/enrollmentpolicies/>

This internship will be taken for **X** credits