DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title: HORT 297

Number of Credits: 1-6

Course Description: An internship is required of most AAS and, in some cases, certificate programs. This course is available to AA and AS students as well. The students combine course learning with practical, professional work experience in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 40 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty. The prefixes for this course will be determined by the instructor.

Pre-/Co-requisites: Advisor approval and 2.0 GPA

Course Objectives:

1) Hands-on learning through real world work experience in Horticulture
2) Increased understanding of the Horticulture industry and its various components.
3) Acquire workplace-ready skills in Horticulture
4) Develop working relationships with professionals in Horticulture
5) Apply learning from the curriculum to a work environment.

Instructor: Michelle Cauley

Office: Molberg 22 **Office Hours**: MWF 10:00 a.m. – 12:00 p.m. or by appointment

Phone: 701-228-5498 **Email:** Michelle.cauley@dakotacollege.edu

Lecture/Lab Schedule: By individual arrangement

Textbook(s): None

Course Requirements:

- **Work Experience:** Students must work a minimum of 40 hours in an approved work environment to earn one credit. A minimum of one credit is needed, but students can earn up to six credits.
- **Before Work Documents:** Students must submit the Approval of Worksite and the Employer Agreement form before work begins to receive credit.
- **During Work Documents:** Students must submit an hourly log of time worked, with description of the work to be submitted no later than the last regular class of the semester. Log must be signed by worksite supervisor.
- **Post Work Documents:** Students must complete and submit the Student Survey Document. The Employer Performance Evaluation must be submitted directly to course advisor from the student's internship worksite supervisor. Email must come directly from supervisor's email, not the student's email. These forms must be submitted no later than the last regular day of the semester. Students must complete the required number of hours and complete/submit all paperwork to earn a satisfactory grade.

Tentative Course Outline:

- Weeks 1-2: Work with prospective employers to establish co-op site. Complete required pre-employment paperwork. Meet with course instructor to set up schedules, goals, expectations of Internship.

- Weeks 3-15: Complete required work hours and/or specific project. Bi-weekly check-ins with instructor to submit attendance logs.

- Week 16: Submit final paperwork and hourly log. Employer will submit final evaluation.

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

1. Employs industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: This course addresses the campus theme by incorporating the role of natural resource management plays in our everyday life and the impact it has in our natural world.

Classroom Policies: None. The cooperative education experience is conducted out of the classroom in a workplace environment.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon vital information conveyed via campus email rests with the student.

Academic Integrity: According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.
Disabilities or Special Needs: Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX: Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy, and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	• Responsible for following the syllabus and assignment instructions regarding use of generative AI for all academic work. • Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.