UNIVERSITY OF HAWAI'I AT MĀNOA
UHM-1 FORM (ADD A COURSE OF STUDY)

Read instructions on reverse side carefully before filling out this form. For undergraduate courses, submit at least one original and three copies; for graduate courses, submit at least one original and six copies.

1. Course Subject
TPSS

2. Proposed Course Number
492L

3. Effective Term (Sem/Year)
SPRING 2013

4. Frequency
☐ Fall & Spring semester
☐ Fall semester only
☐ Spring semester only
☐ Other: 

5. Course Title
5a. Full Course Title
INTERNSHIP EXPERIENCE

6. Sb. BANNER Course Title (30 characters or less)
INTERNSHIP EXPERIENCE

7. Core or Graduation Requirement (check one)
☐ Regular
☐ Experimental
☐ Single (one term)

8. Grade Option (check all that apply)
☐ Letter Grade (L)
☐ Credit/No Credit (C)
☐ Audit (A)
☑ Satisfactory/Unsatisfactory (S)

9. Number of Credits
☐ Variable credit (V), give range: 0

10. Repeat Limit
☐ 0

11. Credit Limit
☐ 3

12. Corequisite Course(s)

13. Major Restriction(s)
TPSS

14. Prerequisite Course(s) Enter course alpha and number for each prerequisite. Use "or" or "and" instead of punctuation. Type "or concurrent" after each prerequisite course that may be taken concurrently. Also specify what type of waiver is acceptable (check only one).

15. Contact Hours and Instruction Type Specify number of minutes per week; for appropriate instruction type(s). For courses with variable credits, check all applicable instruction types.

☐ Lecture (LEC)
☐ Laboratory (LAB)
☐ Discussion (DIS)
☐ Seminar (SEM)
☐ Online Instruction (WEB)
☐ Thesis/Dissertation (THESIS)
☐ Lecture/Laboratory combined (L/L)
☐ Lecture/Discussion combined (L/D)
☐ Directed Reading or Research/Independent Study (DRR)
☐ Field Experience/Internship/Practicum (FIP)
☐ Two-way Video/Interactive TV (ITV)

16. Cross-listed Course(s)

Course Alpha & Number
Chair
Signature
Date

Course Alpha & Number
Chair
Signature
Date

17. Catalog Description This section will appear in the Catalog. Limit description to 35 words; up to 85 words for alpha courses. Read instructions carefully before completing this section.

Internship field experience for TPSS majors.

18. Justification Read instructions on reverse side. Attach sheets as needed.

We are creating a lab section for TPSS 492 because students usually do not complete the field experience during the same semester as they enroll in the course. Separating the class and field portion allows students to enroll in the field portion during the semester they complete the experience.

Requested by
TPSS

ROBERT E. PAULL
Chair/Director

Approved by
1st College or School
Dean
Signature
Date

2nd College or School
Dean
Signature
Date

OFFICE USE ONLY:

SIS CATALOG

SIS PREREQ

LEVEL

COLLEGE

DEPT

Graduate Division (600 level and above)

General Education

Mānoa Chancellor's Office

Chancellor

Signature

Date
TPSS 492L
New Course Justification

1. What is the objective and purpose of the new course?
The purpose is to create a lab section for the field experience portion of the TPSS internship (492). Currently, the class and field portions are together. The problem is that most students do not complete the field experience at the same time as the classroom portion; thus, they have to take an incomplete until the field experience is complete. This way, they enroll in TPSS 492L when the field experience is (or will be) complete.

2. How will the content be organized?
No difference with the current TPSS 492 course. See attached syllabus.

3. What other courses at UHM closely parallel the proposed course and in what way will the latter make a distinct contribution?
N/A. TPSS 492 is a requirement for TPSS majors.

4. Where or how does the proposed course fit into the current and future curriculum?
No difference with the current TPSS 492 course.

5. Why is the number of credits and level justified? Explain the prerequisites and the absence thereof.
In the current course, the credits are informally split up as 1 for the class and 3 for the field experience. The student must spend 135 contact hours in the field experience, which is equivalent to 3 credit hours for a lab section.

6. How will the course assist students to achieve the critical skills and competencies expected of CTAHR graduates?
It contributes directly to the “real world” experience skill category. The class includes sessions on preparing to find and apply for employment in a field relevant to TPSS. The field experience literally requires them to find and complete a real world experience.

7. How will students be evaluated?
No difference with the current TPSS 492 course.

8. What are the minimum qualifications for teaching this course? Is a qualified instructor now available?
No difference with the current TPSS 492 course.

9. How will the course be financed, assuming no further cutbacks?
No difference with the current TPSS 492 course.

10. Has the course been offered before? Is there a demand for it?
Yes, as TPSS 492. As a requirement for the major, demand is built in.
11. Is the course cross-listed with another department?
   No.
Internship Experience Assignments

Journal or Notebook

A journal or notebook of your internship experience is required. It is worth 100 points. This is an excellent foundation for your internship report. At the end of each day, take a few minutes to record significant events of the day. Record facts and practices. Once a week, set aside some time (15 - 30 minutes or longer) to reflect upon the events of the week. Write a paragraph or two to summarize your generalizations, interpretations and reactions. Use your daily logs to remind you of the significant events. Look for themes and commonalities. Generalizations, interpretations and reactions to the facts and practices being conducted should be related to science. If certain practices being utilized are inappropriate (or appropriate and effective), you may wish to describe the suitability of the practices relative to maximum profitability of an operation.

In writing journal items, think about the entire operation. If it is an agricultural business, consider the product line being marketed, how efficiently they're produced (media/fertilization, irrigation, crop protection, growing environment), inventory turnover, marketing, and the distribution channel. You should make observations on the workflow, the work environment, employee attitudes, standardization of procedures, etc. Think about how you might enhance the profit margin (if a business) or enhance the service (if a non-profit organization).

Your journal will be evaluated in the context of your summary of the facts of events and your reactions/interpretations of the events. If you prefer to submit something more structured, use the format of the field trip writing assignment to describe a summary of the significant event(s) and your interpretation/reaction to the events of significance in your internship experience. You could relate your internship practices to theory learned from your classes or other reading that you have done. Five "reports" of one to two pages in length will replace the requirement of your entire journal.

Journals are due by the end of the 12th week of the semester. If students are still engaged in their field experience and have not completed the required hours by this time, they should contact the instructor to request an extension.
Internship Experience Report

Requirement: 10-12 pages typed double-spaced in Times New Roman 12-point font with The report is worth 300 points. Your journal can help you with the content of your report. Your reactions and interpretations near the time of each significant event serve as a valuable way of elaborating important points in your report. Details and impressions may be quickly lost if they are not recorded in your journal.

Report format:

1. Description of operation
   A. Type of business or service organization
      a. Location, products produced or sold, market.
      b. Facilities available.
   B. Organization
      a. Organization of departments, chain of command, supervisors, etc.
      b. Your place and duties in the organization, e.g., specific tasks and daily routine.

2. Analysis of business and practices
   A. Technical aspects, e.g., procedures and scheduling for fertilization and watering, weed, disease and insect control; chemical storage, propagation, planting, pruning, media preparation, etc.
      a. Were techniques used effective or was improvement needed?
      b. Could procedures be simplified to save time or money?
      c. Were pesticide control measures carefully devised or haphazard?
      d. Were workers knowledgeable about reasons for duties?
      e. Were there any innovative or unusual procedures?
      f. Describe technical features that make the company successful
      g. Propose new practices to enhance production and improve profitability
   B. Business and personnel aspects (if appropriate)
      a. Procedures for conveying responsibilities to workers to get jobs done.
      b. Procedures for handling and recording financial aspects of the business.
      c. Training procedures.
      d. Worker attitudes and conditions leading to attitudes.
      e. Describe business and personnel features that make the company successful
      g. Propose new practices to enhance personnel relations or business practices

3. Evaluation of work experience
   A. New experiences or techniques that you obtained.
   B. Evaluation of your employer as a place to work.
   C. Relevance of classes to work experience.
   D. Effect on your future plans.

The draft report is due by Friday of the 12th week of the semester. The instructor will return the revised report by Friday of Week 14. The final report is due by Friday of Week 16.
TPSS Undergraduate Internship Program
University of Hawaii at Manoa
3190 Maile Way, Room 102
Honolulu, Hawaii 96822-2279

Prospective Employer Information/Agreement

The objectives of the work experience are to: a) integrate and apply knowledge from your academic program to practical work responsibilities in an agricultural or natural resource field; b) obtain experience in decision-making and to gain an understanding of interpersonal skills needed to work productively with employers, co-workers and customers/clients; d) determine whether your level of interest in a specific field; e) develop personal contacts with people in this field; and f) identify future needs in your educational program.

This form is to be completed by employers interested in providing CTAHR majors with practical work experience to fulfill her/his internship requirement. Approximately 135 hours of work experience or equivalent is required. Completion of this form does not commit the employer to hire any students, but it provides a record that the internship program uses for self-assessment and future reference.

Student Name: ____________________________________________
Employer (Company/Agency: ________________________________
Contact person: ____________________________________________
Mailing Address: ____________________________________________

Telephone/Fax/e-mail: _______________________________________
Student's Job Title and Major Duties (brief description)

Expected hours/week of work:

Will this be a paid or unpaid internship?
Employer agreement:

I agree to provide volunteer opportunities or wages and benefits in accordance with schedules set for other volunteers, part-time or full-time employees doing the same work.

I agree to complete an evaluation of the student(s) employed by me for the University of Hawaii at Manoa, Department of Tropical Plant and Soil Sciences.

______________________________
Date

Signature of Employer-Cooperator (Please Return to above address).
INTERNSHIP: EVALUATION OF STUDENT PERFORMANCE

INSTRUCTIONS:
This form (or an alternate) is to be completed by the agency/firm supervisor. It becomes a part of the total evaluation for the student and is to be discussed with the student in final conference(s). Please give your assessment of the student at the completion of the internship on the items and scale below. Please also note by placing an asterisk beside the rating if you have observed improvements since the beginning of the experience.

RATING SCALE:
4 = excellent; 3 = very good; 2 = average; 1 = fair; 0 = unsatisfactory. (Use N/A for any item you have not had an opportunity to observe.)

A. Work performance

1. Ability to learn
2. Ability to analyze problems
3. Ability to organize and plan work
4. Quality of work
5. Time to complete tasks
6. Ability to meet deadlines
7. Initiative to identify needs and propose solutions
8. Ability to utilize and apply previously gained knowledge
9. Ability to communicate orally
10. Ability to write clearly, accurately
11. Ability to work independently
12. Promptness/punctuality/attendance
13. Dependability
14. Use of professional judgement
15. Interest and enthusiasm
16. Safety consciousness

Comments:

B. Personal Relationships

1. Courteousness, sensitivity to others
2. Ability to work cooperatively with other employees
3. Ability to deal with clients
4. Ability to assume effective leadership (when needed)
5. Receptivity to suggestions
6. Ability to accept constructive criticism
7. Ability to be flexible and adaptable
8. Ability to handle personal and work-related frustrations

Comments:
C. What did you value most about this student?

D. In what ways can the student improve herself/himself?

E. Other comments

F. Please indicate the grade you feel best represents the overall performance of the student, using the following scale (+ or - may be used to designate additional information).

   A = excellent
   B = good
   C = fair
   D = poor
   F = very poor, failing

Agency/Firm Supervisor’s Signature  Title

Name of agency/firm  Date

PUBLIC TESTIMONIAL
Although your evaluation of student performance is used for grading and assessment, comments will not be made publicly available without your permission. In our efforts to publicly advertise the value of our undergraduate programs, we would like to include employer comments on our website and other promotional materials. If you are willing to have your comments on student performance be used for these purposes, please check the box next to the letters below. Alternatively, you may include separate comments for this purpose. We will remove any names or other identifying information regarding the student or the employer.

☐ A. Work Performance ☐ B. Personal Relationships ☐ C. Most Valued About Student

☐ D. Areas for Improvement ☐ E. Other Comments

Separate Comments:

University "open file" policies require that this information be available to the student on request. Please return the signed form to "Internship Program Coordinator" at the departmental address below.

Department of Tropical Plant and Soil Sciences
University of Hawaii
3190 Maile Way, St. John 102
Honolulu, Hawaii 96822

Thank you for your cooperation.