

UNIVERSITY OF FLORIDA  
College of Design, Construction & Planning

**SYLLABUS**

**DCP 4942**    Field Experience in Sustainability    VAR 1-6 credits    Field Experience  
Grades are S/U

General

The student will gain practice experience in sustainability through the employment in a student-selected, private/public sector office under the direction and guidance of a mentor. Experiences shall include: participating on built projects in sustainability, sustainable programs/products, assisting in sustainability measures within an organization, sustainability education, informational presentations, monitoring sustainability practices and other related professional tasks.

Objectives:

The purpose of field experience is to understand the professional practice areas of sustainability through experience with a firm, agency, NGO or manufacturer.

Performance and Evaluation:

The student should work for or be supervised by a *mentor*, a professional that is involved in an area of sustainability, for a period of employment of 60 days (or the equivalent 300 hours). The student shall document his/her work and be reviewed on a weekly basis by a supervisor that can attest to the educational value of the work performed.

The **student** shall submit the following items in a single package hard copy no later than **August 1 (Summer B/C Semesters), December 1 (Fall Semester) or April 1(Spring Semester)**.

Electronic submittals must be coordinated in advance):

- 1) **Letter from the mentor:** 1-page (minimum) summary of the student's responsibilities including an evaluation of the student's work during the period of employment and performance (assessing the role and performance of the student). This letter shall be on company letterhead and shall identify the beginning and ending dates the student was employed, the full name of the mentor, title, registration #(where applicable) and state, address and telephone & fax #'s for the mentor.
- 2) **1-2 page (maximum) summary of the internship.** In this letter the student shall describe the types of project(s) in which the student participated, the type of duties performed, the approximate duration of the project(s), the role in the overall office, and a summary of the office experience and firm as a place of work.
- 3) **A PowerPoint™ portfolio-style presentation** containing a minimum of 12-20 slides, that documents the work experiences and projects during the period.
- 4) **A weekly log of work (maximum of 3 pages).** Each student shall keep a weekly summary of work that documents the experience and brief description of projects.

The above documents shall be submitted to the Coordinator of the Field Studies (course) in digital form at a designated email address, share folder or postal address (the latter on CD-ROM), labeled with student name, contents and date.

An S/U grade will be assigned based as follows:

The grading scale will be as follows:

Completion of required hours	25
Internship Summary	15
Mentor's feedback	15
Powerpoint Presentation	20
Weekly Log	25
Total	100

Final Grade:

S   Satisfactory	≥ 80
U   Unsatisfactory	< 80

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Numeric Grade	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59
Quality Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0

### Make Up Work:

If assignments are overdue, make up work will be submitted consistent with the UF policy found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx#absences>.

### Incomplete Grades:

An incomplete grade, as described in the Undergraduate Catalog, will be issued at the discretion of the faculty in charge of this course. The instructor may judge what extenuating circumstances warrant adequate excuse for not completing required course work. For more information on grades, please refer to <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### Academic Honesty:

Students must follow University of Florida's policy regarding plagiarism, cheating and the use of copyrighted materials. Students are responsible for reading and abiding by the University's Student Code of Conduct (<http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>) and the University Honor Code. Under the Student Honor Code (<http://www.dso.ufl.edu/judicial/honorcode.php>).

Failure to follow the rules in the Student Honor Code will result in a failing grade on the assignment in question and consequently may result in a failing grade in the course. In addition, disciplinary action will be brought under the Judicial Process for Academic Honesty Violations. Students who are unclear about what constitutes academic dishonesty, academic misconduct, plagiarism, or other violations should consult UF resources (<http://www.dso.ufl.edu/publications/>) or make an appointment with the instructor to clarify any questions. In addition, all should consult the above websites and the undergraduate catalog for further information.

### Special Accommodations:

The instructor will respect the needs for accommodations of students with disabilities consistent with the University's policy. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting special accommodations.