

DCP 4942 | 1-6 Credits
Field Experience in Sustainability
| Fall | Spring | Summer

Course Coordinator:	Bahar Armaghani LEED Fellow WELL Faculty Director & Instructional Associate Professor Program in Sustainability and the Built Environment (SBE) College of Design, Construction, and Planning (DCP) University of Florida
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Office hours:	Tuesdays 8:30-10:30 am Thursdays 8:30-10:30 am Or By appointment via Zoom Architecture Building, Room 446, if you are on campus
Course Website:	https://ufl.instructure.com/courses/486848 for announcements, assignments, and course deliverables

About the Course

The Sustainability and the Built Environment Program views supervised Field Experience as the most effective method for students to experience the application of knowledge obtained in the academic setting and the development of practical skills fundamental to practicing in the field of sustainability. The internship provides students with a unique experiential learning opportunity related to environmental sustainability. The internship entity is selected by the eligible student to create a distinctive independent learning experience. The purpose is to apply the material learned in formal Sustainability academic courses to a workplace setting, acquiring valuable job skills. Students gain hands-on experience by working on real industry problems/projects in the private or public sector or in a nonprofit organization. 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.



The Field Experience (**DCP 4942**) course consists of three parts:

- Regular meeting with faculty mentor: Student discusses their observations and experiences, faculty provide support, tools, and guidance to the student to excel.
- Field Experience: Student's observe and participate with multidisciplinary staff/supervisor of a provider agency.
- Faculty mentors connect and collaborate with the agency staff/supervisor to make this learning experience rewarding to the student and beneficial to the agency.

Course Objectives:

The purpose of field experience is to:

- Understand the professional practice areas of sustainability through experience.
- Explore the ins and outs of a specific sector of sustainability.
- Learn to think critically and creatively both independently and as part of a team.
- Gain invaluable experience in the real world.

Prerequisites

It is advisable that you complete the following (or equivalent) since they are prerequisites for Sustainability Internship.

50% of the program requirements must be completed before taking the Internship course.

Internship Hours and Credits Varies 1-6 hours

Internship hours	Credit hours earned
50	1
100	2
150	3
200	4
250	5
300	6

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. Throughout the internship, students will communicate and work alongside faculty mentor who will help guide him/her through the process.

The **student** shall submit the following items via Canvas course shell 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 supervisor:** 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 & e-mail 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. In addition, student shall describe his/her experience with the faculty mentor and contribution to his/her experience and success.
- 3) **A PowerPoint □ portfolio-style presentation** containing a minimum of 12-20 slides that documents the work experiences and a 3-5-minute video showing the highlight of the work that you did and what you learned.
- 4) **A weekly log of work (maximum of 6 pages).** Each student shall keep a weekly summary of work that

documents the experience and brief description of tasks/projects worked on.

5) Internship Survey

This survey must be completed at the end of the Internship to receive a final grade.

Course orientation, first week of the semester via Zoom. The course coordinator will:

- Review the syllabus
- Course expectations
- Resources
- Communication between the student, their mentor and course coordinator
- Milestones

The above documents shall be submitted via Canvas course shell.

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

The Grading scale will be as follows:

		Final Grade:	
Internship Summary	15		
Supervisor’s letter/feedback	35	S Satisfactory	≥ 80
PowerPoint Presentation	15	U Unsatisfactory	< 80
Video	15		
Weekly Log	20		
Total	100		

Getting Help

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu / or 352 392-1575, a team member will reach out to the student.

Counseling and Wellness Center: 392-1575; and the

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). <https://police.ufl.edu/>

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu, <https://elearning.ufl.edu/>

Other Campus Resources

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.
<http://www.crc.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask/>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<http://writing.ufl.edu/writing-studio/>

University Policies

Online course evaluation

Students expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/students/>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-resuL&Ts/>.

Students with Disabilities:

Students requesting accommodation for disabilities must first register with the Disability Resource Center (DRC). The DRC coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services, and mediating faculty-student disability related issues.

Upon registering, the DRC will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations. Contact DRC at **352-392-8565**, or viewing, www.dso.ufl.edu/drc/.

Student Honor Code and Academic Honesty

UF students are bound by The Honor Pledge, which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions.

Software Use:

All faculty, staff and students at the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. As such, violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Religious Observances:

Please inform the instructor of any religious holidays or other days of special religious significance that may interfere with your participation in this class so that appropriate accommodations can be made. The UF Religious Holidays Policy is available at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#religiousholidaystext>.

Sexual Harassment:

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts our academic mission and threatens the careers, educational experience, and well-being of students, faculty, and staff. The University will not tolerate behavior between, nor among, members of this community that creates an unacceptable working environment.