

FS 495 Internship in Food Science (2 cr) **Fall/Spring/Summer Semesters**

COURSE DETAILS: Sophomore standing is required. May be repeated for credit; cumulative maximum 4 hours.

It is university policy that students must enroll in internship courses such as FS 495 during the same semester as the internship is performed (no exceptions).

INSTRUCTOR: Various Food Science Faculty
106 Food Science Human Nutrition Building
335-3843 or food.science@wsu.edu

REQUIRED TEXT: None

OFFICE HOURS: Dependent upon Faculty member

COURSE SYNOPSIS:

Students enrolled in this course are expected to work part- or full-time in an industrial company at regional, national, or international locations. While the responsibility to find an industrial company to perform an internship belongs to the student, the instructor and other faculty will be available to assist.

INSTRUCTOR APPROVAL: (required for BOTH domestic and international internships)

Prior approval for a specific internship by instructor of the responsibilities and duties in support of a successful internship is required. Students and the industry supervisor must complete and sign the attached School of Food Science application form (page 3 of syllabus) and submit to the course instructor for approval of both domestic and international internships. This application **must** be completed by the tenth day of the semester when the internship is conducted.

WARNING: Failure to complete the School of Food Science internship application form by the tenth day of the semester will result in an automatic withdrawal from the course.

UNIVERSITY APPROVAL: (required for ONLY international internships)

For those students interested in an internship abroad, the *International Programs (Education Abroad) Internship Pre-Approval Form* (page 4 of syllabus) must also be completed in addition to the School of Food Science application form. *The Internship Pre-Approval Form* is to be completed by only for those students planning internship in a foreign country and is not required for domestic internships. For additional information about international internships, contact International Programs (<http://ip.wsu.edu/resources/international-center/internships/home.html>).

GRADING:

This course is S,F graded without any formal lectures or laboratory periods. To earn an “S” grade, students will be required to write a final, typed report describing their experiences (minimum three pages). The report must be submitted to the instructor prior to the last day of semester by 5:00 pm (the Friday before Finals Week). A grade of “incomplete” will be given if a report is not submitted prior to this deadline.

STUDENT POLICIES:

Student Experiential Liability Insurance

In preparation of an internship, it is strongly suggested that all students obtain liability insurance, especially if their internships are not covered by state/federal workers compensation (*e.g.*, Washington State Department of Labor and Industries). To obtain coverage, a single page form is available from the Associate Vice President for Business Affairs, Office of Risk Management and Insurance, 442 French Administration Building, Pullman, WA (509-335-6893).

Students with Disabilities:

Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please schedule an appointment with the Disability Resource Center (DRC, also known as the Access Center) at Washington State University or Disability Support Services (DSS) at the University of Idaho. All accommodations must be approved through the DRC (Room 217 in Washington Building; 509-335-3417) or DSS (Room 306 in Idaho Commons Building; 208-885- 6307; dss@uidaho.edu). For WSU online students, the Online Center and DRC work together to provide reasonable accommodations for students registered with WSU Online Center and the DRC. To get started, contact WSU Online's liaison to the DRC (800-222-4978 or distance@wsu.edu). All accommodations must be approved through the DRC. Additional information is available at <http://accesscenter.wsu.edu/>. All students are strongly recommended to notify DRC or DSS as soon as possible.

Academic Regulations & Student Affairs Policy Regarding Absences:

It is the policy of the WSU Office of Student Affairs to assist students during crisis situations where they are unable to notify their instructors prior to a hurried emergency departure. The Office of Student Affairs will send professors an "Emergency Notification" in those instances where the student will be away for more than two days. The Office of Student Affairs will not issue notifications retroactively or for one-day emergencies. Attendance will only impact earned grade if student does not participate in lecture.

Academic Dishonesty/Etiquette/Safety:

Cases of academic dishonesty shall be processed in accordance with academic integrity policies as stated in the *Washington State University Student Handbook, Faculty Manual* (WSU students) or the *University of Idaho Faculty Staff Handbook* (UI students). In general, avoid conversations with fellow students, do not read a newspaper, and turn off cellular phones during class. Classroom emergency and safety information can be accessed at <http://oem.wsu.edu/emergencies> or through the WSU ALERT site (<http://alert.wsu.edu>).

Additional Policies:

Students are encouraged to consult the WSU Student Handbook (<https://saed.wsu.edu/Content/Documents/saed/student%20handbook%200601092.pdf>) for additional information related to policies/procedures.

PLAGIARISM:

Plagiarism is defined by Webster's Dictionary as, "to steal and pass off the ideas or words of another as one's own." There are two general forms of plagiarism:

- (a) Unintentional: the use of other writers' words, phrases, sentences, paragraphs as though they were your own *without understanding* the need to cite the original source. Unintentional plagiarism normally occurs when the individual does not understand the conventions of scientific writing and the need to cite sources of information.
- (b) Intentional: the use of another writers' work and claiming it as your own. Intentional plagiarism includes *knowingly copying* or incorporating sections of books, articles, or other sources into your work without citation.

To evade plagiarism, you must acknowledge the source of information. In scientific writing, this can be performed in the text of your work through the use of surnames of authors and the year of publication (*e.g.*, Edwards et al., 2003) or by using numbers enclosed by parentheses which correspond to specific citations in the reference section. In addition to employing citations in the text, plagiarism can be avoided by applying special techniques when writing about information obtained from a source:

- (a) Paraphrase: rewording information in which you accurately present the main ideas from the source but do so using your own organization, words, and sentence structures.
- (b) Summary: a concise statement of the main idea from a section within a source.
- (c) Direct quotation: use of quotes surrounding the passage written by another author.

In general, paraphrasing (a) and the use of summary statements (b) are very common techniques used in scientific writing. Use of quotations (c) in scientific writing is rare and should be avoided.

Plagiarism is dishonest and is **not** tolerated. If caught using all or portions of a current or former classmate's writing or other sources of information (*e.g.*, purchase a paper), a grade of "zero" will be given for the exercise. Additional penalties for plagiarism are possible as outlined in the *Washington State University Student Handbook*.



SCHOOL OF FOOD SCIENCE

**FS 495 INTERNSHIP IN FOOD SCIENCE APPROVAL FORM
(BOTH domestic and international internships)**

All students enrolling in this course must (1) complete and sign this form, (2) obtain industrial sponsor’s signature, and (3) submit the form to the School of Food Science for signatures. Once completed, three copies of the form will be made; one for the student, one for the instructor, and one for SFS. This application **must** be completed by the tenth day of the semester when the internship is conducted or student will be dropped from the course. Refer to the FS 465 syllabus for additional course policies.

Student’s Name (print): _____ **WSU ID#:** _____

Phone: _____ **Email:** _____

Major (circle one): FS IPS (V&E) OTHER _____

Semester (circle one): Fall Spring **Start date:** _____ **End date:** _____

Internship type (circle one): Paid (wage) Unpaid (no wage) **Company Name:** _____

Position responsibilities:

Learning objectives:

Student **Date**

Industrial Supervisor **Date**

Instructor **Date**

SFS Academic Coordinator **Date**



INTERNATIONAL PROGRAMS (EDUCATION ABROAD)
INTERNSHIP PRE-APPROVAL FORM
(ONLY international internships)

In addition to applying to the School of Food Science, all students performing an international internship must complete and submit this form to WSU International Programs. Completed forms including signatures from the instructor and student's advisor should be returned to International Programs, 105 Bryan Hall (campus mail zip 5110).

Student Information:

Name: _____ WSU ID#: _____

Email: _____ Honors Student: Yes No

Major(s)/Dept.: _____ Minor(s)/Dept.: _____

Advisor's Name/Email: _____

Is this the first time student has studied/interned abroad while as WSU? Yes No

Internship Information:

Location: _____ Dates: _____ (start) _____ (end)

General duties/activities: _____

Internships that fulfill degree requirements:

Student will enroll in (check one):

WSU Credit (FS 495; 2 credits)

Another institution. Specifics: _____

Advisor's Initials	Internship Title or Description	Internship will fulfill this Major or Minor Requirement	Instructor Notes: (please list expectations to receive credit)
	Internship in Food Science	BS in FS	Refer to FS 495 syllabus (term paper required)

The internship described above will satisfy the listed major/minor requirements.

Instructor's signature

Date

Advisor's signature

Date