

Innovation Academy Internship Experience IDS4941, 0160 – Fall 2016

(Please ALWAYS view the most recent version of this syllabus at <http://www.kristinjoos.com/teaching/fall16/IDS4941/syllabus.pdf> as the online version is always most up-to-date)

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Office Hours:

- Kristin & Mallory will hold office hours together on Wednesdays from 2-3pm both in-person in Bryan 133 and in Canvas “chat” and “conferences”
- Kristin will be holding office hours on Wednesdays from 3-4pm in Canvas “chat” and “conferences”
- Mallory will be holding office hours on Tuesdays from 2-3pm both in-person in Bryan 133 and in Canvas “chat” and “conferences”
- We are also available other times by appointment, simply email us and we will get back to you; depending on the nature of your question(s) and/or what your needs are, we will connect with you in-person or by email, chat, phone, or google-hangout.

Questions regarding our class in Canvas, your grades, course assignments, or other “bookkeeping” issues should be addressed to Mallory, she replies to the IAInternship_TA@warrington.ufl.edu email account. When sending email inquiries, be sure to identify yourself.

This course was created with much enthusiasm & persistence by the University of Florida Innovation Academy. We sincerely hope that your internship experience is an educational & exciting adventure for you & your team.

Introduction to Dr. Kristin Joos

In 2005 Kristin brought Social Entrepreneurship to UF and founded the Social Impact & Sustainability (SIS) Initiative (<http://warrington.ufl.edu/centers/cei/engagement/socialimpact/>) in the Center for Entrepreneurship & Innovation in the Warrington College of Business at UF. In 2007 she launched the Young Entrepreneurs for Leadership & Sustainability High School Summer Program at UF, the only summer program in existence where college bound high school students learn and practice the skills of successful business and community leaders, while being inspired to solve social, environmental, and economic problems.

Her interests focus on social entrepreneurship, sustainability, corporate social responsibility, experiential learning, service learning & community service, civic engagement, transformative consumer research, transformational leadership, and creating positive social change. Kristin is passionate about educating & empowering students to use the skills & strategies of business to create innovative & sustainable solutions to social, environmental, and economic problems locally and around the world.

In 2006 Kristin was named Service Learning Professor of the Year at UF, because of the community service completed by her students. In fact, each year her students complete more than 1/4 of former UF President Machen's Goal of 1 Million minutes of service for all UF students. In 2012 Kristin served as a Sustainability Fellow at UF and in 2013 was presented with the UF Champions for Change Sustainable Solutions in Academics

Award (aka Sustainability Professor of the Year). In Spring 2015 her “Introduction to Social Entrepreneurship” ENT3503 course won the UF Online Education Excellence Award. In January 2016 YELS was honored to receive the United States Association for Small Business and Entrepreneurship (USASBE) 2016 Excellence in Entrepreneurship Education—Outstanding Specialty Entrepreneurship Program Award, it’s a once-in-a-lifetime achievement.

Kristin regularly partners with Ashoka Youth Venture, the Echoing Green Foundation's Work on Purpose project, the Unreasonable Institute, and B-Labs, the organization behind B-Corporations to create opportunities for students. She also works closely with local ventures to support Gainesville-area startups. In November 2012, Kristin was one of 36 students from 22 countries selected to participate in the International Social Entrepreneurship Programme at INSEAD. In 2013 she received a full scholarship to earn a postdoctorate in the Warrington School of Business; she is now designated as an “Academic Scholar” with the AACSB. In March 2014 she was awarded a 75% scholarship to attend the Stanford Executive Program in Social Entrepreneurship along with 50 other students from 23 countries around the world. In May 2014 she earned a Certificate in Social Entrepreneurship, sponsored by USASBE and the Kauffman Foundation.

Kristin loves creating opportunities for students to engage in experiential learning with local ventures and is thrilled to be a part of your experience this semester. When not teaching or developing learning opportunities for students, you can find Kristin practicing yoga-- on a mat, on a stand-up paddle board in local lakes, rivers, and bays, or, most recently, while suspended in the air, in the canopy of trees.

Introduction to Ms. Mallory Wiecjorek

Mallory is a fourth year Innovation Academy student studying Sociology with an additional minor in Fisheries and Aquatic Science. During her college career she has worked at O2B Kids as an Afterschool Counselor. She previously interned with Blue Oven Kitchens in the Fall of 2015. Mallory is also involved in Dance Marathon at UF as a Sponsorship Captain and holds a position on the executive council of her sorority. After graduation, Mallory hopes to go to the Peace Corps and volunteer in youth development.

Course Description:

The UF Innovation Academy Internship Experience is designed to give IA students opportunities to work on projects with ventures in the greater-Gainesville community during each Fall semester. Interdisciplinary teams of at least 2 students will undertake projects designed by local for-profit companies and non-profit organizations.

These opportunities will include internships with local companies, including both for-profit businesses and non-profit organizations at various stages of development (from nascent startup ventures to well-established corporations). The aim is for the projects to address issues that relate to applying an innovation-mindset not only in one sector (biotechnology, for example) but to offer opportunities that span Arts & Culture, Civil & Human rights, Poverty alleviation & Economic development, Education, Food & Agriculture, Health & Healthcare, Public service & Civic Engagement and Science & Technology.

Students will earn 4 credits of IDS4941. Students will earn letter grades based on their final report and the evaluation surveys completed by the partner venture. Reports will include a detailed explanation of group activities and projects, expected outcomes of internship team activity, and practical experience and strategies learned.

The goal of the UF Innovation Academy Internship Experience is to challenge students to develop the skills and strategies of successful leaders to innovatively solve social, environmental, and economic problems.

Teams should expect to work approximately 10-20+ hours/week on their IA Internship Project for the duration of the Fall 2016 semester and will present their final report during the first week of December 2016. Near the beginning of the Spring 2017 semester we will hold a "Showcase" event where selected IA Internship Teams present the project they spent the prior Fall semester working on. A panel of distinguished guests (local community leaders and faculty) will judge the projects. Winners will be provided with gift certificates that have been donated by local businesses as well as the distinction of being awarded 1st, 2nd or 3rd place.

Course Objectives & Goals for Students:

- gain "real world" professional work experience
- practice teamwork & collaboration
- network with local entrepreneurs and business & community leaders
- interact with people from diverse backgrounds
- explore areas of interest
- practice effective oral & written communication skills
- gain time management skills and sense of personal responsibility & accountability
- accumulate evidence of own gifts & abilities
- make connections that will lead to future employment

Required Readings (all are posted in Canvas)

Be sure to read the first two articles before our first class on Aug 29th and ideally before you begin your internship:

- 7 Strategies for a Successful IA Internship
- Making the Most of your Internship
- 11 Rules for Success
- Designing for Generosity
- Amazing Career Advice For College Grads From LinkedIn's Billionaire Founder

Successful Participation in the IA Internship Experience includes:

- Completion of the CRC Certified Gator Professional Training
- Active Participation with your Team
- Regular Meetings with your Venture Partners
- Attendance & participation in all 3 Class Sessions (**8/29, 10/26, 12/5**)
- Completion of the Assigned Readings
- Submission of Pre-Internship Experience Survey & Post-Internship Experience Survey

Pre-Internship Experience Survey

https://ufl.qualtrics.com/SE/?SID=SV_4YJYQ7mrPiklh65 is intended to get an idea of where students are at, prior to beginning the Internship Experience.

Post-Internship Experience Survey

(link to be posted closer to the end of the semester) is intended to determine what students have learned during the course of the semester.

Note that students' grades on both the Pre & Post Surveys will not be determined by the accuracy of their responses as there are no "right" answers, rather points will be earned for submitting thoughtful, thorough, detailed responses to the questions asked by the respective deadline.

-Reflections

The purpose of the reflections is to give students the opportunity to think about what they are experiencing and learning both directly (explicitly) and indirectly (implicitly) through their intern experience. Students will be given a number of questions/prompts to consider and reflect upon. **Submission of the Reflections will occur in the Assessments tool of Canvas**, every-other-week (for a total of eight times throughout the semester). They will be evaluated based on how thoughtful, thorough, and detailed they are. Each Reflection will be graded out of 2 points each (0 for no submission, 1 for a weak/poor/needs much improvement submission, and 2 for a strong, high quality, detailed, thoughtful, and thorough submission). The due date of each submission is listed in the Important Dates list below.

The Reflections will be in response to the following prompts; we do not expect for you to address every single one of them, but rather we hope these questions inspire you to think deeply about your experience, what you're learning, and how its impacting you. You're welcome to answer questions we have not asked, if they seem more pertinent and relevant to your experience -- consider this as space for you to reflect on your experience, make the most of it! We ask that your reflection be no shorter than two paragraphs.

Some questions to consider may include (but aren't limited to):

- In the past two weeks (since the last time you wrote)...
- How have you contributed to the work of your venture partner?
- How have you expanded your network?-Share one word to describe or characterize your experience.
- Recount a story when you did not succeed / meet expectations and what you gleaned from the experience.
- What is something new you have learned?
- What is/are the 'best practice' you've picked up?
- What could have made your experience better?
- What do you plan to do differently in the future (short-term or long-term, you choose) based on your experiences so far?
- What are your goals for the next week?
- Did you meet your goals from last week? Elaborate.

-Venture Contract Assignment

The purpose of this assignment is to facilitate a conversation between the team and the Venture Partner focused on the expectations, goals, deliverables, and deadlines. A template of the assignment is posted in Canvas. Students are expected to use this template to guide their discussion and complete the template with information unique to their venture's needs. Each member of the Intern Team is required to sign at the end of the assignment, along with the Venture Partner, to indicate that everyone is on the same page and understands what is to be accomplished for the Final Report & Presentation. This Assignment is due in Canvas on **Wednesday August 31st at 5pm**, only one per team is required.

-Final Report & Presentation

The purpose of this assignment is to share the outcomes of the team's work with and for their venture partner. Exactly what is included in this document will vary by team, as each team was tasked with different projects. The actual Final Report should be uploaded to Canvas as a .pdf, using the format provided in the template posted is the Assignment tool on Canvas. In addition to the Final Report, the student team must present their Final Report to their Venture Partner and should film the presentation. The video of the presentation should be uploaded to Vimeo, YouTube, GoogleDrive, or Dropbox, the link to which should be included at the end of the Final Report. Note that the security settings for the video of the presentation should be discussed with the Venture Partner (as if your team is working on a confidential new initiative for the venture, they may not want for the video to be entirely public, but it should be viewable by someone who has the link so that we can view the video as part of evaluating your progress to determine the appropriate grade). If other files like PPT or Prezi were involved in the team's presentation to the Venture Partners, we will need those too; please upload them to GoogleDrive, Prezi, or Dropbox and include a link at the end of the Final Report. This Assignment is due in Canvas on **Monday December 5th at 12pm**, only one per team is required.

-Venture Partner Evaluation

The Venture Partners will be completing evaluations of the entire Intern Team, commenting on the efforts and accomplishments of each team member. These evaluations are due in SurveyMonkey by **9pm on Monday December 5th**. The observations and evaluations of the Venture Partners will be an essential part of determining each student's grade earned.

Evaluation Criteria

Pre-Internship Experience Survey	Submitted on Qualtrics	= 5 points possible
Reflections	Every-other week (for a total of 8) submitted in Canvas), up to 2 pts each)	= 16 points possible
Venture Contract Assignment	Signed by all team members + Venture Partner	= 10 points possible
VP Check-in	Submitted on SurveyMonkey by VPs (Intern Teams can help to remind VPs)	= 4 points possible
Final Report & Presentation	(details above)	= 40 points possible
Venture Partner Evaluation	Submitted on SurveyMonkey by VPs (Intern Teams can help to remind VPs)	= 25 points possible
Participation in 3 in-person classes	Being present & punctual, paying attention & participating in activities/discussion (5 points per class)	= 15 points possible
Post-Internship Experience Survey	Submitted on Qualtrics	= 5 points possible
Total		= 120 points possible

Grading Scale	Grading Scale (continued)
A 113 and above	C+ 94 – 95.4
A- 108 – 112.4	C 89 – 93.4
B+ 106 – 107.4	C- 84 - 88.4
B 101 – 105.4	D+ 82 – 83.4
B- 96 - 100.4	D 77 - 81.4
	D- 72 - 76.4
	E 71.4 and below

Important Dates

Sun. Aug 28, 2p – Reflection 1 due in Canvas
 Mon. Aug 29, 1:30-4pm, Stuzin 200, First Class featuring David Whitney (and Venture Intro assignment due)
 Wed. Aug 31, 5p: Venture Contract Assignment due in Canvas
 Fri. Sept 2, 9p: Pre-Internship Experience Survey due in Qualtrics
 Sun. Sept 11, 2p – Reflection 2 due in Canvas
 Sun. Sept 25, 2p – Reflection 3 due in Canvas
 Wed. Sept 28, 12p – VP Check-in due in SurveyMonkey (please remind your VPs)
 Sun. Oct 9, 2p – Reflection 4 due in Canvas
 Sun. Oct 23, 2p – Reflection 5 due in Canvas
 Wed. Oct 26, 1-4pm, Stuzin 200, Second Class (and Venture Pitch assignment due)
 Sun. Nov 6, 2p – Reflection 6 due in Canvas
 Sun. Nov 20, 2p – Reflection 7 due in Canvas
 Mon. Nov 28, 5p – Deadline for all late work (if you're missing reflections, we need them by 11/30 at 5pm or they become 0s).
 Mon. Dec 5, 12p: Final Reports due in Canvas (including videos of Final Report Presentations)
 Mon. Dec 5, 1-4p: Stuzin 200: Last Class & Celebration
 Mon. Dec 5, 9p: Venture Partner Evaluations due in SurveyMonkey (to be submitted by the Venture Partners)
 Wed. Dec 7, 12pm – Reflection 8 due in Canvas
 Wed. Dec 7, 12p: Post-Internship Experience Survey due in Qualtrics

Important Notes:

- Information on this syllabus is subject to change. Adjustments & revisions will be announced in Canvas and by email.
- If you have any special needs or considerations, please let us know as soon as possible so we may make the necessary accommodations. Please be sure to register with the Dean of Students Office who will provide documentation to students to assist in requesting accommodation.
- **Regardless of the number of points earned, *students will not receive a grade of "B- or above" unless they have successfully completed the Pre & Post Internship Experience Surveys, Venture Contract Assignment, Final Project & Presentation, attended & actively participated in all 3 in-person classes, and have received a positive evaluation from their Venture Partner.***
- Please see the UF Grading Policies site for more information about grading <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>
- Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.
- By enrolling in this course, you are indicating your consent to the following Honor Code: *We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. 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."* (from the Student Guide: <http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>)
- Students who violate the Academic Honesty Guidelines will be penalized according to the procedures outlined in the guide above, which include failing the course. If you have any questions as to the integrity of your conduct, read the information in the link above. "I didn't know," is not an excuse.
- Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. 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. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Student Support Services:

If you are experiencing an extenuating circumstance (personal/family emergency, health concern, or other serious problem) I strongly recommend you contact the Dean of Students Student Support Office (<http://www.dso.ufl.edu/supportservices/>), it is their mission to be of help to you. Also, UF Counseling & Wellness Services (<http://www.counseling.ufl.edu/cwc/Default.aspx>) can be reached at 352-392-1575 and UPD (<http://www.police.ufl.edu>) can be reached at 352-392-1111. For any technical issues you encounter with Canvas please contact the UF computing Help Desk at 352-392-4357. For Help Desk hours visit: <http://helpdesk.ufl.edu/>