PLS 4941: Practical Work Experience in Horticultural Therapy
Credits: 1-3
Environmental Horticulture Department

Instructor:
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(352) 294-5003

Office Hours by appointment at the greenhouse, via phone, or online.

Course Description:
In this course students will work in a supervised setting for a program that uses plants for the wellbeing and/or advancement of special participant groups. While each student in the course will likely be interning at different programs and sites, students in the course will connect asynchronously through Canvas to discuss and reflect upon their internship experiences. During the internship experience students will complete a project related to their work that will help deepen engagement and learning as well as help the student's clients and/or program facility.

As stated by the National Association of Colleges and Employers, an internship is:

> *a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give employers the opportunity to guide and evaluate talent.*

If you plan to use these internship hours toward the American Horticultural Therapy Association internship requirements, you must consult with the faculty advisor several months ahead of time to ensure you have an AHTA-approved internship supervisor and are prepared for their particular requirements. See the **AHTA Professional Registration Policies & Procedures** for more information.

General Course Activities:
- Internship Intro
- Internship Goals
- Internship Project
- Project Promotion
- Lessons Learned & Internship Reflection

Expected Work Hours
Students are expected to devote **a minimum of three hours per week of actual work at the internship site for each credit** hour in which they are enrolled. Students should carefully discuss with their faculty adviser the time expectations for completing the internship to ensure an adequate learning experience.

Course Website:
This course is conducted online. Assignments and activities can be accessed in Canvas, at UF e-learning (elearning.ufl.edu). Students should check the site regularly to keep up with any information, announcements, or discussions taking place. The student's UF Gatorlink username and password are necessary to log into the system.

Course Communications:
All class members are expected to follow the rules of common courtesy in all communications, written and verbal. Guidelines for these rules are available through the course Canvas site and can also be accessed at http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf

General questions of relevance to the whole class should be posted to the course's discussion board or Frequently Asked Questions (FAQs) section. Please check for answers there before emailing the instructor. Private questions should be sent to the instructor via Canvas mail.

Attendance Policy:
Students participating in a practical work experience are expected to exercise a significant degree of autonomy in their work, successfully engaging with the facility and its clients with relatively little direct oversight from the faculty adviser. However, if the student experiences any issues with the internship site, clients, onsite supervisor, or anything else that could negatively impact the work experience, it is the student's responsibility to discuss it with the faculty advisor so that they can troubleshoot the situation together.

The policies for allowable absences and make-up work follow the university attendance policies: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Assessment:
Students will receive a final grade of satisfactory (S) or unsatisfactory (U) in this course based on the degree to which they meet expectations both at the internship site and in the Canvas community.
Expectations are to be established by the faculty adviser, onsite supervisor, and student prior to the student's enrollment in this course. The agreed-upon expectations will be reflected on the Practical Work Experience Contract signed by all three parties. The onsite supervisor will complete an evaluation form at the end of the internship course period.

For more information on grades and grading policies, please visit: http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html

Academic Honesty Policy:
UF students are bound by The Honor Pledge that 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. Furthermore, you are obligated to report

any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

Online Course Evaluation Process:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Click here for guidance on how to give feedback in a professional and respectful manner. 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 ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://evaluations.ufl.edu/results/.

Services for Students with Disabilities:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, https://disability.ufl.edu/students/get-started/). Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Campus Resources:

Health and Wellness

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu, https://umatter.ufl.edu/, or 352-392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: https://counseling.ufl.edu/ or 352- 392-1575 for information on crisis services as well as non-crisis services.

University Police Department: Visit https://police.ufl.edu/ or call 352-392-1111 (or 9-1-1 for emergencies).

Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161.

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; or visit their website: https://ufhealth.org/emergency-room-trauma-center

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning- support@ufl.edu. https://lss.at.ufl.edu/help.shtml.

Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. https://career.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/

Student Complaints On-Campus: https://sccr.dso.ufl.edu/policies/student-honor- code-student-conduct-code/

On-Line Students Complaints: http://distance.ufl.edu/student-complaint-process/