

Course Syllabus

NFS 2995 / 3995 Undergraduate Research and NFS 2991 / 3991 Internship

Coordinator information

Lecturer: Beth (Rice) Bradley, PhD (she / her; referred to as Dr. Bradley)

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Office hours

Dr. Bradley holds daily office hours in the mornings between 8:30 - 10:00am and in the afternoons between noon and 2:30pm. Office hours with Dr. Bradley are by appointment only and will be held in-person or on Microsoft Teams. Please e-mail Dr. Bradley to schedule an appointment. Dr. Bradley keeps her MS Outlook calendar up-to-date and available times should be visible to students. MS Outlook is available for free for students to use through UVM Enterprise Technology Services.

Course overview

NFS 2995 / 3995 Undergraduate Research

NFS 2995 / 3995 Undergraduate Research is designed to provide students with an opportunity to engage in research. Students will be expected to develop a research contract with their supervisor that includes specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives for the duration of their project. Students will actively participate in research and will be evaluated by their supervisor. At the completion of undergraduate research, students will deliver a presentation outlining their work.

NFS 2995 is appropriate for students who are participating in undergraduate research for the first time. At least three hours of prior study in an appropriate discipline are required to enroll in NFS 2995.

NFS 3995 is appropriate for students who have already earned credit for undergraduate research, have completed NFS 2995, or who have earned at least three credits in appropriate intermediate-level courses (courses numbered 2000) for the discipline.

NFS 2991 / 3991 Internship

NFS 2991 / 3991 Internship is designed to provide students with an opportunity to gain experience in the practical application of their basic knowledge of nutrition and food science. Students will be expected to develop an internship contract with their supervisor that includes specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives for the duration of their internship. Students will actively participate in applied nutrition and food science and will be evaluated by their supervisor. At the completion of the internship, students will deliver a presentation outlining their experience.

NFS 2991 is appropriate for students who are participating in an internship for the first time. At least three hours of prior study in an appropriate discipline are required to enroll in NFS 2991

NFS 3991 is appropriate for students who have already earned credit participating in an internship, have held employment in a related field, have completed NFS 2991, or who have earned at least three credits in appropriate intermediate-level courses (courses numbered 2000) for the discipline.

Learning objectives

Upon the completion of this course, students will be able to:

1. Develop specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives.
2. Explain how their specific experience contributes to a greater overarching program.
3. Translate their work to a broad audience in the form of a presentation.

Grading and assignment overview

Students will be assessed on their ability to develop specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives; evaluations by their supervisors; and a final presentation. Final grades will be determined based on the following:

Assignment	Assessment
Contract that includes SMART goals and objectives	Satisfactory or Unsatisfactory
Mid-term evaluation	Satisfactory or Unsatisfactory
Final evaluation	Satisfactory or Unsatisfactory
Final presentation	Satisfactory or Unsatisfactory
Timesheet	Satisfactory or Unsatisfactory

Research or internship contract – Due Friday, February 09, 2024 by 11:59pm

The Research or Internship Contract defines the student experience. Contract forms are available to students registered for research or internship on the class Brightspace page and are due three weeks following the start of the semester. Students will be responsible for negotiating the contract with their research or internship supervisor. The negotiated contract will include specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives that the student and supervisor will agree upon, and which the student will be evaluated on throughout the experience.

Mid-term and final evaluation – Due Friday, March 08, 2024 and Friday, May 03, 2023 by 11:59pm

The mid-term and final evaluations give students and supervisors an opportunity to provide feedback on the research or internship experience and course-correct where appropriate. The evaluations also provide data that aid in grading student performance. Midterm and final evaluation forms are available to students registered for research or internship on the class Brightspace page and are due eight weeks following the start of the semester. Final evaluations are due on the last day of classes.

NOTE: Midterm and final evaluation forms are identical. Final evaluations can be updates made to the midterm evaluation form or a new form altogether. The decision on whether to update the existing document or create a new one is at the discretion of the research or internship supervisor.

Final presentations - presented at the Experiential Learning Summit on Wednesday, May 01, 2024 between 5 – 7pm (Dinner will be provided)

Location: TBA

The final presentation is an opportunity for students to share the in-depth knowledge gained from engaging in undergraduate research or internship. Students will be expected to deliver a twelve-minute presentation (10 minutes presenting, 2 minutes for question-and-answer time) at the conclusion of their research or internship experience. Presentations will be open to the public (virtually, if necessary). Students are encouraged to invite professors, classmates, internship supervisors and colleagues, family, and friends. Guidelines for presentations are available to students registered for undergraduate research or internship on the class Brightspace page.

Please note that students enrolled in NFS 2995 / 3995 Undergraduate Research that present a poster at the Student Research Conference in April will be exempt from giving a final presentation.

Required hours – Timesheets due on Friday, May 03, 2024 by 11:59pm.

Students will be required to complete 40 hours of experiential learning per 1 credit of undergraduate research or internship. Timesheet templates are available to students registered for research or internship on the class Brightspace page. Other time-keeping sheets such as excel, those used by undergraduate research or internship supervisors, or those available on-line can be used in place of these templates. Templates are available simply as an option for students that don't have another method of time keeping. Students will be expected to maintain timesheets and submit them to the class Brightspace page by the last day of classes.

Final grades

The following will be used to assign final grades for the semester:

- All assignments completed satisfactorily = Satisfactory
- Any assignment completed unsatisfactorily = Unsatisfactory

Note: students can resubmit assignments until they are satisfactory

Important dates and assignments:

Date Due	Assignment
Friday, February 09, 2024	Research contracts are due on Brightspace, by 11:59pm
Friday, March 08, 2024	Mid-term evaluations are due on Brightspace, by 11:59pm
Wednesday, May 01, 2024	Final presentations delivered at the Experiential Learning Summit (location TBA), unless presented at the Student Research Conference Presentations due on Brightspace by 4:00pm
Friday, May 03, 2024	Final evaluations and time sheets are due on Brightspace, by 11:59pm