

SWS 4900: Supervised Extension Experience  
Credits: 0-3

**Catalog Description:**

Firsthand, authentic Extension experiences under the supervision of a faculty member. Projects may involve program planning, development, implementation, and evaluation.

**Pre-requisites and Co-requisites:** None

**Instructor Information:** Name, Office location, Telephone number, Email address  
Office hours: Day(s), time(s)

**Graduate or Post-doctoral Student Extension Mentor:** (if applicable) Name, Office location, Telephone number, Email address

**Course Objectives:** After completion of this course, the student will be able to

- describe the structure of the Cooperative Extension Service in Florida
- define the roles of Extension administration, state specialists and county faculty
- conduct a needs assessment of a chosen target population using appropriate databases and literature
- develop an Extension curriculum/activity using SMART objectives
- implement an Extension program/lesson
- evaluate the impact of an Extension program/lesson
- develop educational materials for a variety of audiences, including EDIS publications and other consumer publications
- conduct herself/himself responsibly and professionally

The student will have fully participated in the Extension experience with a desirable outcome of a final written report that describes the project and reports outcome data.

**Textbooks/Required Materials:**

There is no required text in this course. If appropriate to the project, the Extension adviser may provide readings to provide additional information for the project. Readings may include journal articles, websites, or Electronic Data Information Source (EDIS) publications. Students should consult in advance with their Extension adviser on the necessity of owning a laptop computer or mobile device in order to perform their project tasks.

Recommended reading includes the following or comparable works on the same topics:

- Place, Nick. *Cooperative Extension History and Philosophy (Part 1)*: [http://pdec.ifas.ufl.edu/new\\_faculty\\_modules/extension/history\\_philosophy/part%201/player.html](http://pdec.ifas.ufl.edu/new_faculty_modules/extension/history_philosophy/part%201/player.html)

- Rasmussen, Wayne. *Taking the University to the People* (1989)
- Program Development in Extension: EDIS publication  
series: [http://edis.ifas.ufl.edu/topic\\_program\\_development](http://edis.ifas.ufl.edu/topic_program_development)
- Ag Agent Handbook: EDIS publication  
series: [http://edis.ifas.ufl.edu/topic\\_ag\\_agent\\_handbook](http://edis.ifas.ufl.edu/topic_ag_agent_handbook)
- Program Evaluation: EDIS publication  
series: [http://edis.ifas.ufl.edu/topic\\_program\\_evaluation](http://edis.ifas.ufl.edu/topic_program_evaluation)
- Volunteer Development: EDIS publication  
series: [http://edis.ifas.ufl.edu/topic\\_volunteers](http://edis.ifas.ufl.edu/topic_volunteers)

### **Attendance Policy:**

Students participating in an Extension experience are expected to exercise a significant degree of autonomy in their work, completing tasks with relatively little direct oversight from their Extension adviser. Nevertheless, the student should dedicate a minimum number of hours on their project that is consistent with the total credit hours sought for the experience. Besides the minimum expectations outlined in this section of this syllabus, the faculty adviser may also have additional expectations for participation, including attendance at group meetings and individual meetings with the student.

*0 Credit Hours:* Students can enroll in this course for 0 credit hours. This situation would be preferred by students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss with their faculty adviser the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated on the Undergraduate Extension Experience Form.

NOTE: If the student is only enrolled in 0 credit hours of ALS XXXX in a given semester with no other courses, they will be charged for 1 credit hour of tuition and fees.

*1-3 Credit Hours:* Students are expected to devote a minimum of three hours per week of actual work in this class for each credit in which they are enrolled. Students can enroll in a total of 6 credit hours of this course during their undergraduate study at UF. Students should carefully discuss with their faculty adviser the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated in the Undergraduate Extension Experience Form.

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:**

- 70% *Degree to which student meets expectations.* Expectations are to be established by the Extension adviser and student prior to the student's enrollment in this course. The agreed-upon expectations will be reflected on the Undergraduate Extension Experience Form signed by both the student and Extension adviser. The following is a minimum set of expectations for every student enrolled in this class for credit: i.) develop a project plan, ii.) perform Extension work either at the state or county level, iii.) write a project report. These minimum expectations as well as additional expectations (e.g., attendance at departmental seminars, participation in group meetings, etc.) are to be clearly established and articulated to the student by the Extension adviser prior to commencement of the Extension Experience.
- 15% *Quality of the final report.* The faculty adviser will provide clear expectations of the desired format, content, and deadlines of the final report. A final oral report may also be required. The faculty adviser will grade the final report.
- 15% *Attendance.*

Students will receive a final grade of satisfactory (S) or unsatisfactory (U) in this course. A grade of S will be assigned if a student achieves a cumulative score of 70% on the assessments above.

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

## **Academic Honesty**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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.*"

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of

Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

### **Software Use:**

All faculty, staff and students of 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. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)*
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Training Programs
  - Community Provider Database
- *Career Resource Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)*

### **Services for Students with Disabilities**

The Disability Resource Center 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. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

**COLLEGE OF AGRICULTURAL AND LIFE SCIENCES  
UNDERGRADUATE EXTENSION EXPERIENCE FORM**

Once this application is completed, the student should bring it to (room number in the department) and see your Academic Adviser to be registered in ALS XXXX.

**Student Information (to be completed by the student applicant):**

Date: \_\_\_\_\_

Term: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Name (last, first, middle initial):		UFID Number:
Local Street Address:		
City, State, Zip Code		Phone Number:
Major:	Current Class/College:	Expected Graduation Date:
Gatorlink E-mail Address:		

**BRIEF DESCRIPTION OF EXTENSION PROJECT AND EXPECTATIONS FOR COMPLETION:**

I have prepared the Extension Experience description above in consultation with my Extension adviser. I have read the responsibilities of the student included on this application, and agree to undertake these responsibilities.

**Student's Signature:** \_\_\_\_\_

**Faculty Adviser Information (to be completed by Faculty Adviser):**

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

**Graduate Student/Post-Doctoral Mentor (if applicable):**

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

What are the expectations for the student's attendance in this project (e.g., estimated hours/week in the field, in seminars, group meetings, etc.)?

I approve of the Extension Experience description submitted by the student applicant. I have read the responsibilities of the Extension adviser (see next page) and agree to undertake these responsibilities.

**Faculty Adviser's Signature:** \_\_\_\_\_

I have read the responsibilities of the Extension adviser (see next page) and agree to undertake these responsibilities.

**Mentor's Signature (if applicable):** \_\_\_\_\_

## **RESPONSIBILITIES OF THE STUDENT**

1. Work actively doing Extension and participating in other related activities for at least 3 hours each week for every credit hour enrolled in the course.
2. Understand how to conduct Extension in a responsible and ethical manner. Follow the UF Honor Code at all times.
3. Ask for assistance when needed.
4. Keep your faculty Extension adviser and/or mentor informed of your progress and results.
5. If required, learn to work on a team while also pursuing an independent Extension project.
6. Write and submit an Extension project report following the guidelines and expectations of your faculty adviser and/or mentor.
7. Strive to go beyond the minimum expectations of preparing a needs assessment and project plan, performing the project, and writing a final report. Seek out opportunities for oral presentations at a conference, writing and submitting a journal paper of your work, etc.
8. Turn in a copy of your report on or before the last day of class to your Academic Adviser in (department). Your grade will not be entered unless a written report is on file.

## **RESPONSIBILITIES OF THE FACULTY ADVISER AND STUDENT MENTOR**

1. Provide support and supervision of the student (either directly or by referring her/him to someone else, e.g., graduate student or postdoctoral associate).
2. Meet regularly with the student to review her/his progress and to provide guidance in moving forward in her/his project.
3. Help the student understand the broader context in which her/his Extension project fits and understand the basis for methods and procedures used.
4. Provide frequent feedback on the student's performance, accompanied by recommendations for improving performance if needed.
5. Provide feedback and establish deadlines on the student's
  - project plan
  - final report
  - other requirements as noted on the Undergraduate Extension Experience Form
6. Encourage the student to go beyond the minimum expectations of preparing a needs assessment and project plan, performing the project, and writing a final report.
7. Assign the student's final grade and contact the undergraduate adviser not later than the last day of final exams to submit the final grade.