

California State University, Fresno
Jordan College of Agricultural Sciences and Technology
Department of Viticulture and Enology

ENOL 194 Wine Industry Internship

Introduction and Course Description:

Wine Industry Internship, ENOL 194, Units: 2-4. This course provides students with an opportunity to work in the wine industry and receive university credit at the same time. The internship involves close cooperation between the Department of Viticulture and Enology and the Wine Industry in order to provide students with an opportunity to learn in an industry setting. Qualified students who have a goal to be successful in the grape and wine industries are encouraged to take this course.

Fall 2013	Instructor Name: Dr. Kaan Kurtural
Units: 2-4 (depending on internship length)	Office Location: VERC 216
Time: M 17:00 – 18:50	E-Mail: kkurtural@csufresno.edu
Location: AG119	Telephone: 278-2414
	Office Hours: MW 08:00 – 10:00

Prerequisite:

Permission of instructor.

Textbook: None required

Assignments:

Student (Prior to Internship)

1. Obtain clearance from Department that you are eligible for ENOL 194
2. Seek employment through the Department of Viticulture and Enology Career Fair during the second week of February
3. Pick up the Internship Packet from the Department Main Office and meet with the Internship Faculty Advisor to discuss and understand the requirements and expectations of the student in ENOL 194
4. Designate contact person at your job site (hereafter 'Cooperator')
5. Complete appropriate forms and return them to the Department
6. Discuss internship, develop program, and assignment structure with Internship Faculty Advisor and Cooperator (internship and program should be satisfactory to all parties). Program described in writing to avoid misunderstandings
7. Read, complete and sign the Memorandum of Agreement form as well as the University Liability Statement

Student (During the Internship)

1. Student is responsible for transportation to and from the place of employment, housing and board, and personal health/accident insurance
2. Perform all duties and assignments suggested by cooperator using your best judgment adhering to moral and ethical standards according to CSU Fresno Student Handbook
3. Adhere to PPE and dress standards of the cooperator
4. Complete weekly assignments in a timely manner as indicated by Internship Faculty Advisor and Cooperator

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5. Adhere to Cooperator's employment policy
6. Keep regular schedule and hours as specified by the Cooperator
7. Avoid destructive criticism of the business and management
8. Use initiative in helping others or doing productive work during slack time

Student (Following the Internship)

1. Student will prepare a final paper covering his/her intern experience
2. Oral presentation (~15 minutes) utilizing PowerPoint that summarizes the internship and discusses the outcomes in relation to the objectives of the proposal in the VIT/ENOL 199 Department Undergraduate Seminar

Cooperator

1. Provide opportunity for internee to become familiar with most aspects of the business by actually doing rather than observing
2. Establish a general schedule of activities for the entire period of internship
3. Assign one person to coordinate work schedule and assignment of internee
4. Provide the University with the written report on Attachment D

Internship Faculty Advisor

1. Furnish to cooperating firm background data on each internee if requested
2. Counsel with intern and periodically determine his/her progress
3. Assist in any way to coordinate the program and develop a close relationship between the cooperating agricultural business, the University and the student
4. Evaluate each individual student's program following the internship

Evaluation and Grading:

1. Internship Faculty Advisor has the primary responsibility of completing the evaluation of the student's program and the cooperator will also contribute a final assessment of the student's performance
2. Weekly assignments will be submitted by the student to the faculty advisor electronically (This report should contain the student's work accomplishments the previous week and their educational value) and will also would be an appropriate avenue for communicating any problems and concerns
3. Student will prepare a final paper covering his/her intern experience
4. Immediately following the internship each student will give an oral presentation in VIT/ENOL 199 addressing his/her internship
5. Student will attend all arranged class meetings by the faculty advisor
6. CR/NC will be assigned by the faculty advisor in consultation with the cooperator
7. At the conclusion of the program, the student's file, including the final report, weekly reports, and evaluation forms will be submitted to the Department Office for filing

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Grading Breakdown:

1.	asks to be completed prior to internship	20%	T
2.	weekly reporting and Cooperator assessment	30%	W
3.	final written report	25%	F
4.	oral presentation	25%	O

Honor Code:

"Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." This includes ENOL 194.

Cheating and Plagiarism:

"Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

Computers:

"At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www.csufresno.edu/ITS/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

Disruptive Behavior:

The classroom is a special environment in which students and faculty come together to promote learning and growth. ENOL 194 utilizes the industry experience as the classroom and as such

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should be considered a classroom by all parties. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or dismissal by the Cooperator.

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Post Internship

Finals Week (12/12-15/2011)	Final Project Due – Summary of Internship Experience
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Subject to Change

This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

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INDEX OF FORMS AND ATTACHMENTS

Pre-Internship Forms to Complete (yellow forms)

Student Approval Form – complete for class registration

Attachment A – Memorandum of Agreement

Attachment B – University Liability Statement

During the Internship Forms (white form)

Attachment C – Student Weekly Report (needs to be submitted electronically to Faculty Advisor)

Post-Internship Forms (blue forms)

Attachment D – Cooperator's Evaluation

Attachment E – Student's Evaluation of Internship Program

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INTERNSHIP APPROVAL FORM

(This form must be on file in the Department Office **PRIOR** to registration in ENOL 194)

To register for the Wine Industry Internship, complete this form, obtain signature of your instructor and turn in the form to Department of Viticulture and Enology. A permission number will be given to you by the Department Administrator.

Name: _____
Last First

Student ID: _____ Units: _____

Semester: _____ Year: _____

Faculty Advisor: _____

Briefly describe the nature of the internship to be undertaken:

Signature of Faculty Advisor Date

Department Chair Approval Date

FOR DEPARTMENT USE ONLY	Schedule Number:

MEMORANDUM OF AGREEMENT

California State University, Fresno
Jordan College of Agricultural Sciences and Technology
Department of Viticulture and Enology

Name: _____ Date: _____

Home Address: _____ Phone: _____

Local Address: _____

CSU Fresno ID Number: _____ GPA: _____ Major: _____

Cooperator:

Name: _____

Address: _____

Phone: _____

Statement as to why you want to be involved in this program and what you expect to gain from it (be specific):

Dates to be involved in program: FROM _____ TO _____

Number of hours expected each week: _____

Description of Internship Work Activities and Expected Educational Experience:

**Wine Industry Internship: ENOL 194
Attachment A**

The student will be expected to keep a weekly, written log of experiences gained, value of these experiences, and their importance. At least once each week, the Cooperator (_____) and the student will be in conference discussing the ‘hows and whys’ of each week’s activities.

Each week the student will send a report of the previous week’s activities to the faculty member in the Department of Viticulture and Enology using electronic means. This report should contain what the student has done and the educational value to him.

A final written report summarizing the total program will be submitted by the student. This report, when approved by the faculty advisor, will be given to Department Chair to be included in the student’s internship file. A final oral presentation will be given during the semester following the internship. The student is also required to attend all class meetings as scheduled by the on-campus faculty advisor.

Credit and Evaluation

_____ semester units will be permitted under ENOL 194 Wine Industry Internship, upon the successful completion of the program. Grading will be the responsibility of the faculty advisor. A final evaluation will be held toward the end of student’s program, which will involve the student, the cooperator and the faculty advisor.

SIGNATURES OF APPROVAL

_____ Student	_____ Date
_____ Internship Faculty Advisor	_____ Date
_____ Cooperator	_____ Date
_____ Department Chair	_____ Date

UNIVERSITY LIABILITY STATEMENT

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I understand that the University has worked with the Cooperator to develop an internship which meets the University criteria. Therefore, if the student intern has successfully completed the intern program, appropriate credit will be granted by the University. However, the daily managerial control and working conditions of the internship program are handled and are under the sole direction of the Cooperator. Consequently, the University does not have, nor can it assume any liability relative to the protection of the individual intern.

Signature of Student Intern

Date

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Attachment C

WEEKLY REPORT

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Name: _____ ID Number: _____

Week of: _____

Brief outline of the Week's Activities:

Summarize Briefly What New Knowledge and Experiences Have Been Gained:

Problems, Concerns or Suggestions:

Date Sent to Faculty Advisor Electronically: _____
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Attachment D

COOPERATOR'S FINAL EVALUATION

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Name: _____ ID Number: _____

- A. **Rating of Student Characteristics** - using the rating scale below, please evaluate the following characteristics for the above named student. If the student made noticeable improvement in any of the characteristics during his/her program, also check column 2.

Rating Scale

- 5 – Excellent
- 4 – Very good
- 3 – Average
- 2 – Fair
- 1 – Unsatisfactory

CHARACTERISTICS	RATING	CHECK IF IMPROVED
Ability to learn		
Speed of completing tasks		
Ability to perform without supervision		
Willingness to receive guidance		
Relationship with other employees		
Dependability and reliability		
Judgment		
Personal appearance		
Enthusiasm		

Overall performance		
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Attachment D (continued)

B. General Questions

1. Beginning Wage: _____ Final Wage: _____
 Did the student earn the wages he received?

2. What characteristics did you like most about this student?

3. In what ways can the student improve himself?

4. Do you have complete confidence in student's honesty?

5. Other comments, particularly to the value of the internship program

6. Circle the number that best gives an evaluation of this internship

Outstanding Excellent Good Fair Poor
 10 9 8 7 6 5 4 3 2 1

 Signed

 Position

 Date

STUDENT'S FINAL EVALUATION

California State University, Fresno
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Name: _____

ID Number: _____

- A. **Evaluations of Your Personal Characteristics** - using the rating scale below, please evaluate your performance while involved in the internship program. If you felt you made noticeable improvement in any of the characteristics since the beginning of the program, also check Column 2.

Rating Scale

5 – Excellent

4 – Very good

3 – Average

2 – Fair

1 – Unsatisfactory

CHARACTERISTICS	RATING	CHECK IF IMPROVED
Ability to learn		
Speed of completing tasks		
Ability to perform without supervision		
Willingness to receive guidance		
Relationship with other employees		
Dependability and reliability		
Judgment		
Personal appearance		
Enthusiasm		

Overall performance		
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Attachment E (continued)

B. General Questions

1. In considering your program what were the:
 Strong Points: Weak Points:

2. Would you recommend a similar experience for other students who might follow you?

3. Did you truly feel you were justified in receiving University credit for this experience?

4. Other comments

5. Circle the number that best gives an evaluation of this internship

Outstanding Excellent Good Fair Poor
 10 9 8 7 6 5 4 3 2 1

 Signed

 Position

 Date