

UMass Stockbridge School of Agriculture

Practicum/Internship Requirements

By applying your classroom education to your experience in the field, your practicum or internship should be a highlight of your Stockbridge education. *Every internship is different and one size does not fit all! With that said, the following requirements are guidelines but surely do have some flexibility (please discuss your specific plans with Renee Ciulla).*

- The length of your independent study is determined by the number of credits you wish to receive. Students can earn up to 12 credits in the fall or spring semester although 3-4 credits is the typical amount. Keep in mind that 3 hours per week = one credit during the 14 week semester. In the summer semester you can earn up to 9 credits and in the winter the max is 4 credits (4 weeks long).
- If you are taking the Internship as **Pass/Fail**, you do NOT need to complete all the listed requirements. The Internship Agreement, Employer Evaluation and Self-Eval are enough
- It is your responsibility to ensure that the Internship Agreement (below) is returned to:

Renee Ciulla 37 Dover Rd Durham NH 03824

The following forms are due:

1. "Internship Agreement"(due prior to your first day of work) *SENT IN MAIL*
2. "Thirty Day Evaluation of Student" *Sent via EMAIL OK*
3. "Final Evaluation of Student" *Sent via EMAIL OK*
4. "Self-Evaluation Questions" *Sent via EMAIL OK*

In addition to the forms, you must compile a weekly log/blog and a final written report.

Specific requirements include the following:

1. Keep a weekly record of what you did and your thoughts about the experience, similar to a diary, including as many details as possible. An online blog is preferred but Word doc is fine.
2. The written report should include the following:
 - a. A description of the farm or organization, including its history and business structure.
 - b. A brief description of your position and the kind of activities within which you were involved. Use photographs, maps, charts, drawings, and data if you prefer.
 - c. Research into one or more areas of interest related to the internship. Please include a Works Cited that has at least 5 peer-reviewed academic sources.

Grading

Weekly Log/Blog 25%

Include a log of the activities you are involved in. Please describe many aspects of the work and the business (if you're at one), even if you are not personally involved in them. Use photographs, charts, drawings, and data to support your descriptions when appropriate.

Final Report/Self-Evaluation 50%

Your report must have good grammar and sentence structure and try to follow MLA formatting for citations. This report is an assessment of your learning as well as how the experience affected your career path and your future. Be thoughtful.

Final Evaluation of Student by the Employer 25%

A part of the overall grade is influenced by the employer's feedback

**SUSTAINABLE FOOD & FARMING
INDEPENDENT STUDY CONTRACT**

Student name _____ Phone(_____)_____

Student ID # _____ Course SPIRE# _____

Number of credits _____ (3 hours of work/week for every credit during the 14 week semester)

Grading: Letter Grade ____ OR Pass/Fail _____

Anticipated Completion Date _____

Student address:

Street _____

City/Town _____

State _____ Zip Code _____

Internship information:

Street _____

City/Town _____

State _____ Zip Code _____

Employer Name _____ Phone (____)_____

Period of employment from: _____ to: _____

Daily work hours _____ a.m. to _____ p.m.

Days per week that student will work _____

Educational objectives and activities in which the student will participate:

We, the undersigned, agree to conform to this agreement.

Student signature _____ Date _____

Program Coordinator Signature _____ Date _____

Please return before end of ADD/DROP period to:

**Renee Ciulla
37 Dover Rd.
Durham NH 03824**

Email: rciulla@umass.edu

**SUSTAINABLE FOOD & FARMING PROGRAM
30-DAY EVALUATION OF STUDENT**

Student name _____

Business name _____

Street _____ City/Town _____

State _____ Zip Code _____

Employer/supervisor Name _____

Title _____

1. Is the student performing to your satisfaction? YES _____ NO _____
2. Does the student follow instructions? YES _____ NO _____
3. Is the student arriving to work at the specified hour? YES _____ NO _____

REMARKS

Employer/supervisor signature _____ Date _____

30 DAYS after student reports to work **please email to Renee Ciulla: rciulla@umass.edu**

Or return form to:
Renee Ciulla
37 Dover Rd.
Durham NH 03824

SUSTAINABLE FOOD & FARMING PROGRAM

FINAL EVALUATION OF STUDENT

Thank you very much for providing this Stockbridge Student with a positive learning experience which will complement his/her classroom education. Please complete this confidential form that will be used along with his/her report to assess the student's grade.

Student name _____

Employer name _____

Approximate number of absences _____

First day of work _____ Last day of work _____

1. Does the student show enthusiasm?

____ YES ____ NO

2. Is the student arriving to work on time?

____ YES ____ NO

3. Is the student completing assigned projects in a timely fashion?

____ YES ____ NO

4. Does the student follow instructions?

____ YES ____ NO

5. Does the student get along well with other employees?

____ YES ____ NO

6. Does the student accept constructive criticism?

____ YES ____ NO

7. Do you think the student displays leadership potential?

____ YES ____ NO

8. Quality and thoroughness of student's work:

Excellent____

Good _____

Average _____

Fair_____

Poor _____

9. How would you rate the student's technical competence?

Excellent____

Good _____

Average _____

Fair_____

Poor _____

10. Provide examples where you feel we could improve the student's technical rating

Please email to Renee Ciulla: rciulla@umass.edu

SUSTAINABLE FOOD & FARMING PROGRAM

FINAL SELF-EVALUATION/REFLECTION

Please take some time to reflect on your work performance and experiences this semester and recommend a grade for yourself.

Either make an appointment to meet with me in late April/early May or send me your responses to the following questions by email:

1. Did you fully commit to this project and complete the objectives stated in the contract? If not, why? What did you do instead?

2. Looking back on your semester of independent work, what would you do differently if given the chance?

3. Explain an example (or several) of a time that you were challenged this semester during this study and how you overcame it.

4. Do you feel that you completed an amount of work consistent with the credits earned (one credit = hours/week)?

5. Did you take responsibility for your own learning? Please provide some examples. Also, what did you learn unexpected?

6. After reflection on the experience, please identify major areas of personal learning and describe them.

7. How will these experiences assist you with future career work? Or, has this time shaped your opinion differently about your future work choice?

8. What grade do you recommend for your work?

Please email to Renee Ciulla: rciulla@umass.edu