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
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
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