Stockbridge School of Agriculture  
Practicum/Internship Requirements

By combining your classroom education with experience in the field, your practicum or internship should be a highlight of your Stockbridge education.

• 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.

• It is your responsibility to ensure that the required forms (below) are returned to:
  
  Renee Ciulla  37 Dover Rd Durham NH 03824
  
  (The grade that you receive will be reduced if these forms are late)

The following forms are due:
1. “Internship Agreement” (due prior to your first day of work)
2. “Thirty Day Evaluation of Student”
3. “Final Evaluation of Student”
4. “Self-Evaluation Questions”

• You must compile a log 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.
  2. The written report (at least 12 pages, double-spaced) should include the following:
     a. A description of the farm or organization, including its history and business structure. Include all aspects of the farm/organization, even if you are not involved with them.
     b. A brief description of your position and the kind of activities within which you were involved. All of the detailed information is included in your log and does not need to be repeated in the written statement. Use photographs, maps, charts, drawings, and data.
     c. Most importantly, include a personal statement regarding job objectives and how they were affected by your experience. This portion of your statement should reflect significant thinking and evaluation.
     d. Submit the report in printed format

  Grading

Weekly Log 25%
This ideally will be in the form of an online blog, but other options are possible as well. Include a log of the activities you are involved in. Please describe all 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.

Final Report 50%
Your report must have good grammar and sentence structure and following MLA formatting for citations if references are included. 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 AGREEMENT

Student name____________________________________ Phone(______)_________________
Student summer address _________________________________________________________
Street __________________________________________________
City/Town ______________________________________________
State ___________________________
Zip Code ________________________
Company name __________________________________
Company address_______________________________________________________________
Street __________________________________________________
City/Town ______________________________________________
State _______________________________
Zip Code ________________________
Employer Name ________________________________ Phone (___)_________________
Employer Workman’s Compensation #________________Tax ID# ___________________
Period of employment from:______________________ to: ___________________________
Daily work hours ____________________________a.m. to____________________p.m.
Days per week that student will work_________________________________________
Remuneration that the employer will pay student $ _________________ per hour
What is the overtime agreement for work beyond 40 hours per week? ________________
Educational objectives and activities in which the student will participate:
_________________________________________________________________________
___________________________________________________________________________
_________________________________________________________________________
Two weeks notice must be given to all parties before this agreement is terminated.

We, the undersigned, agree to conform to this agreement.
Employer signature _______________________________________ Date ___________
Student signature _________________________________________ Date ___________
Program Coordinator Signature ______________________________ Date ___________

30 DAYS after reporting to work, return to:

Renee Ciulla
37 Dover Rd.
Durham NH 03824

Email: rciulla@psis.umass.edu
SUSTAINABLE FOOD & FARMING PROGRAM
30-DAY EVALUATION OF STUDENT

Student name____________________________________________
Phone(___)___________________
Company name__________________________________________________________
Company address
_____________________________________________________________________
Street
City/Town
State
Zip Code

Employer 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 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. Is the student honest?  
   _____ YES _____ NO
2. Does the student keep a good personal appearance?  
   _____ YES _____ NO
3. Is the student arriving to work on time?  
   _____ YES _____ NO
4. Is the student completing assigned projects in a timely fashion?  
   _____ YES _____ NO
5. Does the student follow instructions?  
   _____ YES _____ NO
6. Does the student get along well with other employees?  
   _____ YES _____ NO
7. Does the student show enthusiasm?  
   _____ YES _____ NO
8. Does the student accept constructive criticism?  
   _____ YES _____ NO
9. Do you think the student displays leadership potential?  
   _____ YES _____ NO

10. Quality and thoroughness of student’s work:  
    Excellent____
    Good____
    Average____
    Fair____
    Poor____

11. How would you rate the student’s technical competence?  
    Excellent____
    Good____
    Average____
    Fair____
    Poor____

12. Provide examples where you feel we could improve the student’s technical rating
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 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?