

# 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**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer/supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

30 DAYS after student reports to work 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. 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

## **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 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?