



## SA&FS INTERNSHIP COMPLETION PACKET

Student in the Sustainable Agriculture and Food Systems major must complete the reflection assignment for each quarter during which the internship is completed and in which the student earns unit credit. **This assignment is due to the faculty sponsor on the last day of instruction and must be completed in order to earn internship credit.** Initial below, indicating that you agree to abide by these standards.

Student initials: \_\_\_\_\_

Host initials: \_\_\_\_\_

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*Step One: To be completed with host before starting the internship*

The SA&FS Internship Requirement is designed to help students explore the seven learning outcomes of the major. Students will be presented the opportunity to think analytically, to engage actively with their host, and to respond thoughtfully to challenges that may be at hand. Read through the descriptions of the outcomes below and follow the directions below.

**Systems Thinking:** holds competency in analyzing complex systems; integrates the social, environmental, and economic lenses to create a personal world view

**Experimentation and Inquiry:** formulates questions; investigates knowledge gaps; develops research design; experiments with new approaches to scientific inquiry

**Interpersonal Communication:** works collaboratively in teams; presents information for varied contexts and audiences; negotiates opposing viewpoints; takes leadership role on important issues

**Understanding Values:** critically reflects on personal values; examines other paradigms of thinking; ability to see beyond objective data to understand how values shape commerce, research, policy, and action

**Strategic Management:** works collectively to design and implement interventions; anticipates future scenarios to better adapt and manage information, human resources, and natural resources.

**Civic Engagement:** works to make a difference in the civic life of the community; views personal role in social problems; makes informed judgments; takes actions when appropriate

**Personal Development:** seeks deeper understanding; tolerates ambiguity; respects differing opinions; sets firm standards for behaviors; responsible; promotes open expression of individuality and diversity within the bounds of courtesy, sensitivity, and respect

With your internship host, discuss and highlight the learning objectives above that apply to your internship position that you will be completing. Please write a short paragraph below on how prepared you feel for this experience using the applicable outcomes (learning objectives) above.

\*You are expected to share this reflection with your internship host.

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*Step Two: Final reflection to be completed by the student and submitted to the **faculty sponsor** on the last day of instruction for the quarter during which the internship is completed*

For your final reflection, respond to one of the prompts below in 800 words minimum (2 pages maximum):

1. Think about where your host fits into the food system. How does the work of this organization affect other producers, consumers, processors retailers, agencies or organizations? Examine the principles and practices of your host organization and how they prioritize between economic, social and ecological tradeoffs? What is the relationship between you as an individual (consumer, voter, student, employee), and the societal issues this organization is working on? In which other areas of your life can you take specific action to affect this issue?
2. What are the important questions/issues in this organization's field? Which methods do they use to obtain new information? What is the history of the organization, its evolution, and its future plans?
3. Consider an issue where your opinion differs from your host's, or perhaps where you see two people in disagreement within the organization. What underlying assumptions are both parties making that have led to this difference of opinion? In what specific ways do those assumptions affect how the work gets done? Where do you see opportunities for common ground?
4. What is the greater importance of your work and who are the communities being served by you and your host?
5. Did you accomplish everything you set out to? What about those things you didn't intend to do, but became an important part of the experience? Would you adjust your objectives and criteria for success, based on what you experienced? If so, how? How do you feel you developed as a learner and a person over the course of this experience?
6. What are some of the highlights or standout moments from your internship? Any frustrations or regrets? How could you address those in a constructive manner?



## Request for Approval of Internship for Academic Credit (Course 92 or 192)

Internship Program Objective: To encourage and enable students to apply knowledge gained in academic curriculum and acquire knowledge outside of the traditional academic setting. The experience gained through an internship should engage the student in potential career opportunities and pathway exploration and assist in clarifying the student's goals. Students are obliged to:

1. Submit a brief description of the proposed program including a statement of goals
2. Demonstrate adequate background for successful completion of the project to the faculty sponsor
3. Actively participate in the field experience at a level appropriate to the unit credit requested
4. Fulfill all mutually-approved contractual obligations created with faculty sponsor
5. Provide a copy of all 92/192 forms to the Internship and Career Center

Academic Quarter:        F            W            S            SSI      SSII      Year: \_\_\_\_\_ CRN #: \_\_\_\_\_

Circle Major:      ATM (2 units required)                      ESM (3 units required)                      SAFS (8 units required)

Student: \_\_\_\_\_  

Print name
email
Student ID

Faculty Sponsor: \_\_\_\_\_  

Print name
email

Internship Host: \_\_\_\_\_  

Print name
email
Phone number

Internship Site & Student Position: \_\_\_\_\_

You must have completed 90 units to enroll in upper division 192.

**Enrolling in: 92 \_\_\_\_ 192 \_\_\_\_**

*By checking this box I understand that 30 hours of internship work must be completed per unit of credit requested:*

\_\_\_\_\_ **hours/week**

\_\_\_\_\_ **hours/quarter (total)**

\_\_\_\_\_ **units requested**

Units Completed: \_\_\_\_\_

Student Intern Signature: \_\_\_\_\_

Faculty Sponsor Signature: \_\_\_\_\_

Internship Host Signature: \_\_\_\_\_



Student Name: \_\_\_\_\_

Quarter/Year: \_\_\_\_\_

### Internship Time Log

Record the hours you've spent at your internship at the end of every day, and have your intern host review and initial the log weekly

Week of	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN	WEEKLY TOTAL	Host Initials
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
Students are required to complete 30 hours of internship for each unit of academic credit. For transcript notation, the minimum requirement is 40 hours.					INTERNSHIP TOTAL:			

Brief Description of Responsibilities: \_\_\_\_\_

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

Special Task or Projects Completed: \_\_\_\_\_

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

Internship Host Signature (time log completed)

Date

\_\_\_\_\_



## ***Outline for Faculty Sponsor Request***

***This is an ideal outline to use when requesting for a faculty sponsor. I recommend asking a professor that does research in your field of interest. Normally professors on campus and faculty at the Student Farm have access to CRNs. If any of our SAFS track advisors share your internship field of interest, you may ask them as well.***

Dear Professor “ \_\_\_\_\_,”

My name is “ \_\_\_\_\_” and I am a Sustainable Agriculture and Food Systems (SA&FS) student. As you may or may not know, SA&FS has an internship requirement that I must complete. [Fall/Winter/Spring/Summer] quarter I will be completing an internship in “ \_\_\_\_\_.” I am writing to ask if you will be my faculty sponsor for this internship. I am contacting you, because of your interest in \_\_\_\_\_ which closely relates to the internship I will be completing. As my Faculty Sponsor, your main job is to oversee my successful completion of the internship. I may check in with you throughout the quarter to update you how I’m doing, whether I’m having challenges, or if I may have questions about any topics that arise. At the end of the internship, I will need you to sign off on the hours I have completed (which will be signed weekly by the host of my internship), as well as read a final reflection I have to complete as a part of the requirement. I would love to talk to you in more depth when you have availability. Please let me know if you will consider being my faculty sponsor, or if you have any questions I can answer. If there are any administrative questions, I can send those questions to our Peer Internship Coordinator or one of our Peer Advisors.

Thank you for your time and consideration!

Sincerely,

“ \_\_\_\_\_”

## **Beginning Winter 2019 SA&FS New Internship Requirements.**

Here is a step by step process to take in order to complete your internship requirement.

*\*Remember to attend to ONE mandatory meeting with your PIC when it is your first time doing an internship. This is also a part of the internship requirement. There will be further information about these meetings sent to you throughout the Quarters.*

1. Check out the Jobs & Internships Newsletter to be sent out each month to the SA&FS listserv. There will be some awesome unpaid/ paid internship opportunities!
2. Once you have an internship, fill out the internship packet (approval forms, time log, etc.) from either LAWR website lawr.ucdavis.edu or email your PIC.
3. When filling out the internship packet, please note that you now need to have it signed off by your internship host and faculty sponsor.

**Internship Host:** “The person overseeing your internship at the physical location of the internship. This person might be the restaurant owner, the manager of the dairy, a state legislator, or an owner of a farm. This person is who you report to in your internship.”

**Faculty Sponsor:** The person who shares a field of interest in your internship, who oversees your internship progress and submits your P/NP grade.

**REMINDER:** You have until the last day of registration of the Quarter you are interning for, to receive a CRN and complete the SA&FS Internship Completion Packet.

**\*You are not required to only have a SA&FS 192 CRN. It can be EDU 92/192, NUT 92/192, etc...**

**Example:** If you plan to do an internship in Winter Quarter 2019, your last day to register a CRN on schedule builder will be on Wednesday January 23<sup>rd</sup>, 2019.

4. Now comes the end of the quarter make sure you do your 800-word reflection and have your host sign off your time log. The prompts for the reflection are listed in the beginning of this internship packet.
5. Lastly, take a deep breath and relax because you have made it to the final step of this document. Which means you are now on track towards fulfilling your internship requirement.
6. Contact your Peer Internship Coordinator for any internship related questions.

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