

## **New Department. New Advisors. New Internship Requirements.**

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

*\*Remember to attend a mandatory meeting with your PIC when it is your first time doing an internship. This is also a part of the internship requirement.*

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. Apply for an internship
3. Once you have an internship, fill out the internship packet (approval forms, time log, etc.) from either the SA&FS website ([asi.ucdavis.edu](http://asi.ucdavis.edu)) or email your PIC.

**REMINDER:** This must be completed by the last day of instruction of the Quarter before the internship you would like to do. I understand there are times when you do not hear back from them on time. Just keep in contact with your PIC if you are ever in any tough situation.

**Example:** I want to do an internship in Winter Quarter 2018. I must turn in my internship approval forms by the December 8<sup>th</sup> (last day of instruction Fall Quarter)

4. Get in contact with your Track Advisor and show your completed paperwork. Then you will be required to keep the paperwork until the end of the quarter (unless told otherwise by your track advisor). Once they give you the approval for your internship you can email **Lacole Brooks** [lbrooks@ucdavis.edu](mailto:lbrooks@ucdavis.edu) and **CC your Track Advisor**. The purpose of this is to prove you have met your advisor and receive your CRN to register in Schedule Builder.

**Below is your track advisor information:**

**TRACK I: Agriculture & Ecology**

Will Horwath [wrhorwath@ucdavis.edu](mailto:wrhorwath@ucdavis.edu)

Office: 3226 PES Building (appt. only)

**TRACK II: Food & Society**

Ryan Galt [regalt@ucdavis.edu](mailto:regalt@ucdavis.edu)

Office: 1309 Hart Hall (Wednesdays 2 - 5 pm)

**TRACK III: Economics & Policy**

Tom Tomich [tptomich@ucdavis.edu](mailto:tptomich@ucdavis.edu)

Office: 143 Robbins Hall

Hours: W 9-11 and by appt.

Contact Barbara Mohondro for appt. w/Tom

[blmohondro@ucdavis.edu](mailto:blmohondro@ucdavis.edu)

5. New quarter has started and so did your internship. A couple of weeks pass by and then it will be Week 3 and you must attend a mandatory meeting (**only if it is your first internship or if you have NOT attended a meeting before, but have completed an internship in the past**) otherwise you can drop in and network with your peers and ask your PIC any questions.

6. 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 internship packet.
7. 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.

Email your PIC for any clarifications! We hope you enjoy your internships :-)

PIC 2017-2018 Academic Year: ***Liz Hernandez***

Email: [elihernandez@ucdavis.edu](mailto:elihernandez@ucdavis.edu)

Office Hours for Fall 2017: Mondays 11-12 pm, Fridays 10-12 pm, PES 1139

**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: \_\_\_\_\_ Track advisor initials: \_\_\_\_\_

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*Step 1: To be completed with host before starting the internship and turned into track advisor*

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 track advisor.

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*Step Two: Final reflection to be completed by the student and submitted to the track advisor and host 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

Track Advisor: \_\_\_\_\_  
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**

<b>SAFS MAJORS ONLY</b>		
Internship Requirement Completion Log		
<u>Quarter (units)</u>	<u>Approved?</u>	
_____	Y	N

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

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

Track Advisor Signature: \_\_\_\_\_

