2022-2023 SA&FS Internship Requirements

All meetings will be virtual until further notice!

Follow the steps below. Remember to meet with your track advisor before your PIC.

1. Apply for / get an internship!
   (Not sure where to look?
   Check the ICC or your advising team for suggestions.)

2. Talk with your host to fill out the SA&FS internship packet (that’s this!). Your internship packet must be filled out by your host before you show it to your PIC/advisor.
   Reminder: You must see your PIC and your track advisor during office hours or at a scheduled meeting within the first two weeks of the quarter (before the last day to add a CRN).

3. Meet with your track advisor first to discuss the internship. Bring the packet for them to sign.

   Below is your track advisor information:

   **TRACK I: Agriculture & Ecology**
   Will Horwath
   wrhorwath@ucdavis.edu

   **TRACK II: Food & Society**
   Mark Cooper
   mhcooper@ucdavis.edu
   Clare Cannon
   cebcannon@ucdavis.edu
   Ryan Galt
   regalt@ucdavis.edu
   A Haven Kiers
   ahkiers@ucdavis.edu
   David de la Pena
   dsdelapena@ucdavis.edu

4. Meet with the PIC after you’ve met with your advisor. Bring the completed packet!

   **PIC for 2022-2023 Academic Year:**
   Jazmin Rodriguez
   jazrodr@ucdavis.edu

5. Your PIC will provide you with a SAFS CRN to register a onto Schedule Builder once you meet with them in-person. Other depts may have their own CRNs, you need ours for off-campus internships.

6. Complete your internship throughout the quarter. 30 hours is equal to 1 unit. Track your hours; a sample time sheet is provided on page 3. TIP: Keep a personal log (not required) of the activities you do so that you can remember them by the end of the quarter!

7. Around week 9, start to focus on a reflection paper. The reflection is an 800 word paper (no more than two pages single spaced) on the tasks you have been doing and how they relate to your education. Prompts are located at the end of this packet for you to use. Make sure that your host signs off on your time log and email both your reflection paper and your time log to your track advisor by the last day of instruction. Your track advisor will be the one applying a pass/no pass grade to your internship unit(s).

8. You did it!
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 you will engage with the above learning objectives during your internship; bring this to your track advisor.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

*Complete the form on the next page and bring these two pages to your meetings with advisors & PIC.*
Request for Approval of Internship for Academic Credit

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 PIC/Advisor/Host
3. Actively participate in the field experience at a level appropriate to the unit credit requested
4. Fulfill all mutually-approved contractual obligations including the final reflection

Academic Quarter: F  W  S  SSI  SSII  Year: _________ CRN #: ____________

Circle Track: I  II  III
(Ag. & Ecology)  (Food & Society)  (Econ. & Policy)

Student:

Print name  email  Student ID

PIC: Jazmin Rodriguez  jazrodr@ucdavis.edu

Print name  email

Internship Host:

Print name  email  Phone number

Internship Site:

Student Position:

Enrolling in: 92  ___  192  ____  199  ____ (You must have completed 90 units to enroll in upper division 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

Student Intern Signature: _______________________________________________

Internship Host Signature: _____________________________________________

Track Advisor Signature: _____________________________________________

PIC Signature: _______________________________________________________

SAFS Internship Packet | 3
SAFS Internship Time Log

This is a suggested time log. Feel free to create your own as long as your host can sign off on it.

Record the hours spent at your internship and have your host review and sign your log at the end of the quarter.

<table>
<thead>
<tr>
<th>Week of:</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SAT/SUN</th>
<th>TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
<tr>
<td>_____ to _____</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>_____</td>
</tr>
</tbody>
</table>

Students must complete 30 hours of internship for each unit of academic credit. Only full units are awarded; no partial units.

INTERNSHIP TOTAL: _____

HOST SIGNATURE: ____________________________ DATE: _____________

Brief Description of Responsibilities and/or Special Task or Projects Completed:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
FINAL REFLECTION PROMPTS

Final reflections to be completed by the student and submitted to the track advisor no later than 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?