

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
dodelapena@ucdavis.edu

TRACK III: Economics & Policy

Will Horwath
wrhorwath@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!



SA&FS Internship Packet

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.



Student Name: _____ Quarter/Year: _____

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.

| Week of: | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN | TOTAL: |
|---|--------|---------|-----------|--------------------------|--------|--------------------|--------|
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| ____ to ____ | | | | | | / | _____ |
| <i>Students must complete 30 hours of internship for each unit of academic credit. Only full units are awarded; no partial units.</i> | | | | 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?