

# .....Fruit & Vegetable Crops Program

## *Stockbridge School*

### Cooperative Work Training

The Cooperative Work Training experience should be a highlight of your Stockbridge education. Combining your classroom education with on-farm training allows you to develop career goals and approaches and to become a competent practitioner of the science and art of farming.

- The length of employment **must be 5 months**, or more specifically 22 weeks (40 hours per week). You will receive one credit for each month completed, and five credits of Cooperative Work Training are required for graduation. If 22 weeks are not completed, you will need to make up the remaining time, possible during winter session or the following summer.
- It is your responsibility to ensure that three forms are returned to: Wesley Autio, 205 Bowditch Hall, University of Massachusetts, Amherst, MA 01003-9294. **The grade that you receive will be reduced if these forms are late.** The form and the due date are as follows:

“Internship Agreement” (from the *Cooperative Work Training Student Handbook*) – due April 30 – you and your employer complete and sign this form and you return it.

“30-Day Evaluation of Employer” (from the *Cooperative Work Training Student Handbook*) – due May 15 – you complete and sign this form and return it.

“Final Evaluation of Student” (from the *Cooperative Work Training Employer Handbook*) – due September 15 – your employer completes this form, but you must make sure that he or she returns it.

- You must compile a written report which includes information about your Cooperative Work Training and how you were affected by it. Specific report requirements include the following:
  1. Keep a log what you did on the farm and your thoughts about the experience. In other words, keep a diary. Include as many details as possible. You should use this material to help you with your written statement. It also allows your advisor to evaluate your experience more fully.
  2. The primary part of the report is your written statement. Include the following:
    - i. A description of the farm, including its history and business structure. Include all aspects of the farm, even if you are not involved with them.
    - ii. A brief description of your position on the farm 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.

- iii. Most importantly, include a personal statement regarding job objectives and how they were affected by your Cooperative Work Training experience. This portion of your statement should reflect significant thinking and evaluation on your part.
3. **All of these materials must be submitted to Dr. Autio by 5:00 PM on the Wednesday, September 14<sup>th</sup>. The final grade will be reduced one full grade for each day the report is late.**

## Grading

<b><i>Final report</i></b>		80 points
<b>Writing</b>	20	
It is important that you take this report seriously. It must have good grammar, complete sentences, good sentence structure, and all other characteristics that make it a pleasure to read and seen as good writing.		
<b>Business description</b>	15	
Describe all aspects of the business, even if you were not personally involved in them. Use photographs, charts, drawings, and data to support your description.		
<b>Assessment of how the experience affected your career path</b>	40	
The most important part of the report is your discussion of how this experience affected your career path and your future. Be thoughtful.		
<b>Weekly log of activities</b>	5	
Attached to your report, include a log of the kinds of activities in which you were involved. A great deal of detail is not necessary, and it only need be on a weekly basis.		
<b><i>Final Evaluation of Student (by the employer)</i></b>		20 points
The second part of the cooperative work training grade is based on the comments provided by the employer.		
<b><i>Total points available</i></b>		100 points
Actual grade will be based on the standard percentage ranges.		

*Penalties for late submissions*

<b>Employer-student agreement</b>			up to -20 points
Received after April 30		-5	
Received after May 15		-10	
Received after June 1		-20	
<b>Thirty-day evaluation</b>			up to -20 points
Received after May 15		-5	
Received after June 1	-10		
Received after June 15		-20	
<b>Employer's evaluation</b>			up to -20 points
Received after September 15		-5	
Received after October 1		-10	
Received after October 15		-20	

**You must preregister for Fall 2005 while you are away.**

**Do not forget to take your Spire logon ID and password with you.**