

Sustainable Horticulture Program

Stockbridge School of Agriculture

Internship Requirements

The internship 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 3 months**, or more specifically 12 weeks (40 hours per week). You will receive one credit for each month completed, and three credits of Cooperative Work Training are required for graduation. If 12 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: Elsa Petit, epetit@umass.edu as attached pdf or at Elsa Petit, Fernald Hall Room 111, Amherst MA 01003. **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 Internship Student Handbook) – due prior to your first day of work – you and your employer complete and sign this form and you return it. Please note that you must return proof of insurance from your employer with this form. **If the agreement form and the proof of insurance are not received by June 1, you will automatically be withdrawn from the internship.**
 - “Thirty-Day Evaluation of Employer” (from the Internship Student Handbook) – due June 30 – you complete and sign this form and return it.
 - “Final Evaluation of Student” (from the Internship Employer Handbook) – due the second Friday of the Fall Semester – your employer completes this form, but you must make sure that they returns it.
- You must compile a log, a written report, and a phototour which include information about your Internship and how you were affected by it. Specific 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 written report should include the following:
 - a. 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.
 - b. 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.
 - c. Most importantly, include a personal statement regarding job objectives and how they were affected by your internship experience. This portion of your statement should reflect significant thinking and evaluation on your part.
 - d. Submit the report as a pdf attachment to an email or a shared google drive document and send to or share with epetit@umass.edu.

3. Prepare a PowerPoint or video presentation of your internship business.
 - a. The presentation should describe the business, including all of the major structures (interior or exterior shots), outdoor production fields, and equipment integral to the business.
 - b. At least four shots or scenes should show you, one of which shows you with the firm's sign or a vehicle displaying the firm's advertising. Other business personnel should also be depicted.
 - c. Activities associated with the internship and non-work activities should also be included.
 - d. Alert your boss or supervisor to this aspect of your assignment, and when you are ready to start work, ask his/her permission. This is not something that you should be doing when help or time is short or when it could be distracting or dangerous to you or other workers.
 - e. A PowerPoint presentation should have 30-50 slides (not including the title slide or blank slides), and all pictures should have detailed captions. A video should 15-30 minutes long.
 - f. All photos/videos must be original and not promotional material made by the firm. Your final product may be used for educational or promotional purposes by the Stockbridge School of Agriculture.
 - g. Submit the phototour in a format compatible with PowerPoint, Windows MediaPlayer, or QuickTime and share it via google drive to epetit@umass.edu.
4. **All of these materials must be submitted to Dr. Petit (epetit@umass.edu) by 5:00 PM on the second Friday of the Fall Semester. The final grade will be reduced if it is late.**

Grading		
Weekly Log Include a log of the kinds of activities in which you were involved.		5 points
Final Report		
Writing Your report must have good grammar, complete sentences, good sentence structure, and all other characteristics that make it a pleasure to read.	5 points	45 points
Business description 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.	5 points	
Assessment of how the experience affected your career path The most important part of the report is your discussion of how this experience affected your career path and your future. Be thoughtful.	35 points	
PhotoTour Provide a 15-30 minute video or a 30-50 slide PowerPoint presentation.		30 points
Final Evaluation of Student by the employer A part of the grade is provided by the employer.		20 points
Total Points Available The letter grade will be based on the standard percentage ranges.		100 points