**Stockbridge School of Agriculture**

**Practicum/Internship/Independent Study Requirements**

By combining your classroom education with experience in the field, your practicum/internship should be a highlight of your Stockbridge education. ***Every internship is different and one size does not fit all! The following requirements have flexibility. If you are working to establish your own farm and your life situation is such that you are not able to complete an independent study away from home, we can find a “residential solution.” Simply email or call Renee Ciulla (******rciulla@umass.edu*** ***#413-687-1392).***

• The length of your independent study is determined by the number of credits you wish to receive. Students can earn up to 12 credits in the fall or spring semester although 3-4 credits is the typical amount. Keep in mind that 3 hours per week = one credit during the 14 week semester. In the summer semester you can earn up to 9 credits and in the winter the max is typically 4 credits (semester is 4 weeks long).

* If you are taking the Internship as **Pass/Fail**, you do NOT need to complete all the listed requirements. Only complete: Internship Agreement, Employer Evaluation and Self-Eval
* Pass/Fail credits count toward the credits you need to graduate, but a Letter Grade is required for a class to count toward your major

• It is your responsibility to ensure that the Internship Agreement (below) is returned to:

**Renee Ciulla 95 Mountain Rd. Weare, NH 03281**

(or in the folder outside my office: Fernald Hall, Room 204C, UMass Amherst)

The following forms are due:

1. “Internship Agreement”(due prior to your first day of work) *SENT IN MAIL*

2. “Thirty Day Evaluation of Student” *Sent via EMAIL OK*

3. “Final Evaluation of Student” *Sent via EMAIL OK*

4. “Self-Evaluation Questions” *Sent via EMAIL OK*

• In addition to the forms, you must **complete a weekly blog** and a **final research paper**. Specific requirements include the following:

**1.**Keep a **weekly record** of what you did and your thoughts about the experience, similar to a diary. Include as many details and pictures as possible as well as questions that came up. An online blog (for example, using a resource such as: [www.journiapp.com](http://www.journiapp.com)) or a Word doc is fine and should be emailed EVERY WEEK to Renee.

**2.** The **research paper** should include the following:

a. Research into one or more topics of interest related to the internship and sustainable agriculture (topic needs to be approved by Renee). Please include a Works Cited that has at least 5 peer-reviewed academic sources. Minimum length is 6 pages, Times New Roman size 12 font.

b. Possibly include very brief description of the farm or organization where you worked, including history & business structure as well as your role there.

**Grading**

**Weekly Log/Evaluation Forms 75%**

Include a log of the activities you are involved in. Please describe many aspects of the work and the business (if you’re at one), even if you are not personally involved in them. Use photographs, charts, drawings, and data to support your descriptions when appropriate.

**Final Research Paper 25%**

Your paper must have good grammar and sentence structure and follow APA or MLA formatting for citations. This report is an assessment of your learning as well as how the experience affected your career path and your future. Be thoughtful.

**SUSTAINABLE FOOD & FARMING**

 **INDEPENDENT STUDY CONTRACT**

Student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone(\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SS # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course SPIRE# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of credits\_\_\_\_\_\_ (3 hours of work/week for every credit)

Grading: Letter Grade \_\_\_ OR Pass/Fail \_\_\_\_\_\_

Anticipated Completion Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of employment from:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daily work hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a.m. to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.m.

Days per week that student will work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational objectives and activities in which the student will participate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We, the undersigned, agree to conform to this agreement.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Program Coordinator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**Please return before end of ADD/DROP period to:**

 **Renee Ciulla**

**95 Mountain Rd.**

**Weare NH 03281**

**Email: rciulla@umass.edu**

**SUSTAINABLE FOOD & FARMING PROGRAM**

**30-DAY EVALUATION OF STUDENT**

Student name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is the student performing to your satisfaction? YES\_\_\_\_\_ NO \_\_\_\_\_

2. Does the student follow instructions? YES \_\_\_\_\_ NO \_\_\_\_\_

3. Is the student arriving to work at the specified hour? YES \_\_\_\_\_ NO \_\_\_\_\_

REMARKS

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Employer/supervisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

30 DAYS after student reports to work **please email to Renee Ciulla: rciulla@umass.edu**

Or return form to:

Renee Ciulla

95 Mountain Rd.

Weare NH 03281

**SUSTAINABLE FOOD & FARMING PROGRAM**

**FINAL EVALUATION OF STUDENT**

Thank you very much for providing this Stockbridge Student with a positive learning experience which will complement his/her classroom education. Please complete this confidential form that will be used along with his/her report to assess the student’s grade.

Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate number of absences \_\_\_\_\_\_\_

First day of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last day of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does the student show enthusiasm?

\_\_\_\_\_YES \_\_\_\_\_ NO

2. Is the student arriving to work on time?

\_\_\_\_ YES \_\_\_\_\_ NO

3. Is the student completing assigned projects in a timely fashion?

\_\_\_\_ YES \_\_\_\_\_ NO

4. Does the student follow instructions?

\_\_\_\_\_YES \_\_\_\_\_ NO

5. Does the student get along well with other employees?

\_\_\_\_\_YES \_\_\_\_\_ NO

6. Does the student accept constructive criticism?

\_\_\_\_\_ YES \_\_\_\_\_ NO

7. Do you think the student displays leadership potential?

\_\_\_\_\_ YES \_\_\_\_\_ NO

8. Quality and thoroughness of student’s work:

Excellent\_\_\_

Good \_\_\_\_\_

Average \_\_\_\_\_

Fair\_\_\_\_\_

Poor \_\_\_\_\_

9. How would you rate the student’s technical competence?

Excellent\_\_\_

Good \_\_\_\_\_

Average \_\_\_\_\_

Fair\_\_\_\_\_

Poor \_\_\_\_\_

10. Provide examples where you feel we could improve the student’s technical rating

**Please email to Renee Ciulla: rciulla@umass.edu**

**SUSTAINABLE FOOD & FARMING PROGRAM**

**FINAL SELF-EVALUATION/REFLECTION**

Please take some time to reflect on your work performance and experiences this semester and recommend a grade for yourself.  Send me your responses to the following questions by email:

1. Did you fully commit to this project and complete the objectives stated in the contract?  If not, why?  What did you do instead?
2. Looking back on your semester of independent work, what would you do differently if given the chance?
3. Explain an example (or several) of a time that you were challenged this semester during this study and how you overcame it.
4. Do you feel that you completed an amount of work consistent with the credits earned (one credit = hours/week)?
5. Did you take responsibility for your own learning? Please provide some examples. Also, what did you learn unexpected?
6. After reflection on the experience, please identify major areas of personal learning and describe them.
7. How will these experiences assist you with future career work? Or, has this time shaped your opinion differently about your future work choice?
8. What grade do you recommend for your work?

**Please email to Renee Ciulla: rciulla@umass.edu**