

# SAF 092/192 Approval Form Packet

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### INTERNSHIP REQUIREMENT

Students in the Sustainable Agriculture and Food Systems major are required to complete 12 units of internship credit. In order to fulfill this requirement, the student is required to correctly follow all steps in this packet and meet all deadlines. One unit equivoates to 30 hours, and a student may complete multiple units in one quarter. For example, a student may complete 90 hours in one quarter and earn three units of credit for the quarter. Students are encouraged to participate in multiple internships to explore and discover new interests and skills.

**STUDENT INTERNSHIP CHECKLIST-Keep this form with you!**

Complete this checklist over the course of your internship and turn it into the Peer Internship Coordinator when complete. If an activity needs an initial, have it signed by the appropriate person.

<b>Timeline</b>	<b>Activity</b>	<b>Date and Initial</b>
Prior to quarter of completion	Attend the Mandatory Internship Workshop hosted by the PIC to learn about the internship process and answer any questions	
	Write Internship Proposal ( <i>for more information see <a href="http://asi.ucdavis.edu/safs/copy_of_academic-planning">http://asi.ucdavis.edu/safs/copy_of_academic-planning</a></i> )	N/A
	Meet with Faculty Sponsor in person to sign SAF 092/192 Approval Form Packet; bring Internship Proposal	N/A
	Submit the SAF 092/192 Approval Form Packet to Galyna Erdman by the deadline	N/A
	Attend <b><i>ONE</i></b> Internship Meeting offered weeks 8, 9 to discuss the 7 Learning Objectives and prepare you for your internship	
During quarter of completion	Optional if you missed last quarter's Internship Meeting: Attend <b><i>ONE</i></b> Internship Meeting offered weeks 1, 2	
	Smile! You're completing your units!	N/A
	Check in with your faculty sponsor ( <i>for summer interns, communicate via Skype or email</i> )	
At end of quarter of completion	Submit Final Reflection (see guidelines below) to Host, Faculty Sponsor, and PIC ( <i>electronic or hard copy</i> )	
	Submit Time Log to Faculty Sponsor for signature then submit to Galyna ( <i>electronic or hard copy</i> )	

**Recommendations:**

- ~Meet with your Faculty Sponsor at least twice during the quarter
- ~Meet with the Peer Internship Coordinator during office hours with questions, concerns, and comments as often as you need
- ~Maintain good communication with your Internship Host to ensure you're getting the most out of your internship

## TIPS AND TRICKS FOR WRITING-For your personal use as needed!

### Writing the Internship Proposal

Before you begin your internship, you need to create a plan, or a proposal, for the work you'll be doing. This proposal should include the following information:

- **Goal/Objectives:** In a sentence or two, explain your overall goal for this experience. Next, set objectives for the quarter that will help you accomplish this goal. They should reflect any agreements you've made with your faculty sponsor or internship host. Include a mixture of personal and project-based statements, using the host's internship description and the SA&FS learning outcomes overview as guides.
- **Activities:** Outline the methods and associated activities you'll use to accomplish your objectives. For example, if you set a goal to learn about consensus-based decision-making in group settings, then activities would include plans for teamwork and processes that require group decisions, such as a group project for a new garden, where planting decisions are made by consensus.
- **Partners:** Identify the key people you need to work with on each activity and explain their role in your internship.

### Writing the Final Reflection

Pick 1 or more of the following prompts to consider as you write your reflection. 2 pages or 800-word minimum

- 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?
- 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?
- 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?

- What is the greater importance of your work and who are the communities being served by you and your host?
- 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?
- 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?

Asking a faculty member to be your faculty sponsor sample etiquette email

Dear Professor “ \_\_\_\_\_,”

My name is “ \_\_\_\_\_ ” and I am a Sustainable Agriculture and Food Systems (SA&FS) student. As you may or may not know, SA&FS has an internship requirement that I must complete. [Fall/Winter/Spring/Summer] quarter I will be completing an internship in “ \_\_\_\_\_.” I am writing to ask if you will be my faculty sponsor for this internship. I am contacting you, because of your interest in \_\_\_\_\_ which closely relates to the internship I will be completing. As my Faculty Sponsor, your main job is to oversee my successful completion of the internship. I may check in with you throughout the quarter to update you how I’m doing, whether I’m having challenges, or if I may have questions about any topics that arise. At the end of the internship, I will need you to sign off on the hours I have completed (which will be signed weekly by the host of my internship), as well as read a final reflection I have to complete as a part of the requirement. I would love to talk to you in more depth when you have availability. Please let me know if you will consider being my faculty sponsor, or if you have any questions I can answer. If there are any administrative questions, I can send those questions to our Peer Internship Coordinator or one of our Peer Advisors.

Thank you for your time and consideration!

Sincerely,

“ \_\_\_\_\_ ”

Sustainable Agriculture and Food Systems (SA&FS)  
**SAF 092/192 APPROVAL FORM PACKET**

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ Phone#: \_\_\_\_\_

This form and the Internship Proposal form (found on SA&FS website) must be submitted to the PIC by the **last day of instruction** the quarter *prior* to starting your internship.

Circle one:	
SAF 092 (90 academic units or less)	SAF 192 (91 academic units or more)
How many units of internship are you planning to complete?*	

**\*Must be solidified by 20 day drop deadline. If planned units change, you must send an email to the academic advisor informing them of the unit change.**

Host Organization:	Circle one: On-campus Beginner On-campus Advanced* Off-campus	
Job Title:	Quarter(s) and year to take place:	
Location:		
Host Name:	Host Email:	Host Phone #:
Faculty Sponsor:	Sponsor Department:	
Sponsor Email:	Sponsor Phone #:	

\*Internships that are Beginner have 1-2 of the following criteria. Internships that are **Advanced** have at least 3 of the 4 following criteria. **Please underline/highlight/circle which numbers you satisfy after deciding with your faculty sponsor or host.**

1. Intern uses advanced skills that have been developed through experience and that most students do not possess.
2. Intern works with minimal supervision or makes important decisions independently.
3. Intern's responsibilities include teaching, training or supervising others (e.g., other students or visitors to campus)
4. Intern designed the internship; the internship involves unique activities and responsibilities; and the student is developing specific advanced skills through the internship

INTERNSHIP DESCRIPTION TEMPLATE ***TO BE COMPLETED BY HOST***

Description of organization:

Mission of organization:

Description of internship opportunity:

Area of focus:

Skills desired:

Skills to be developed:

INTERNSHIP OBJECTIVES

Learning outcomes that align with 7 Learning Objectives? (see page 2)

e.g. Student will be able to . . .

Organizational Outcomes:

e.g. Organization hopes to gain from student . . .

## SA&FS LEARNING OBJECTIVES AND REFLECTION

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 use them to respond about your preparedness for the internship.

**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

**Please write a short paragraph below on how prepared you feel for this experience using the applicable outcomes (learning objectives) above.**

*\*You are expected to share this reflection with your faculty sponsor.*

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REQUIRED SIGNATURES

I, \_\_\_\_\_, have explained to my faculty sponsor the terms of the internship to the best of my ability and will follow through with my internship experience including the completion of a time log with initials each week from my host.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, have had the terms of the internship explained to me by the student and agree with the terms: to review the Final Reflection, to meet with student intern at beginning of quarter and respond authentically to the student’s learning objective proposal, and to submit an assessment of performance as the basis for P/NP/I to the Academic Advisor at the end of the internship reflecting the student’s participation.

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Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_



Student Name \_\_\_\_\_

### SA&FS Internship Time Log

Quarter/Year \_\_\_\_\_

Record the hours you've spent at your internship at the end of every day, and have your intern host review and initial the log weekly

Week of	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN	WEEKLY TOTAL	Host Initials
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
Students are required to complete 30 hours of internship for each unit of academic credit. For transcript notation, the minimum requirement is 40 hours.					INTERNSHIP TOTAL:			

<b>Basic Description of Responsibilities:</b>	Looking back at your internship, how did you spend the bulk of your time? What were your regular, ongoing responsibilities? These may not be the same things you articulated in your proposal.
<b>Special Task or Projects Completed:</b>	Use this space to capture your unique contributions to your host organization.

Student Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Intern Host Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Units Completed \_\_\_\_\_