**SA&FS Internship Assignments**

SA&FS Internships are part of an integrated curriculum that is designed to prepare you for your Senior Capstone and any future professional experience. For each of your internship experiences, you’ll be developing skills through a framework that includes an initial proposal, regular progress reports and a final evaluation. If you have other ideas for how you’d like to structure your written work, or your faculty sponsor has a preference for a different format, that’s okay too. The most important thing is that any assignments address the following learning outcomes:

1. Develop a plan and attempt to implement it
2. Document your activities and achievements
3. Communicate effectively with everyone who is supporting or relying on you
4. Reflect on the experience, developing awareness of what you’ve learned and where there’s still room for growth

If you are proposing a substitution or adaptation to the standard assignments, you’ll need to explain how those changes will help you work on each of these outcomes. Also, please read the handout on “SA&FS Learning Outcomes” and “Expectations about Learning Outcomes” in preparation for your internship.

**Internship Proposal Assignment:**

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

1. **Goal/Objectives:** In a sentence or two, explain your overall goal for this experience. Next, set 2-3 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.

2. **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 than require group decisions, such as a group project for a new garden, where planting decisions are made by consensus.

3. **Partners:** Identify the key people you need to work with on each activity and explain their role in your internship.

*Please share your proposal with your intern host and coordinator for feedback then attach the final version, along with a description of the internship, to your SA&FS Internship Registration Form. Present all of these materials to your faculty sponsor in person to receive approval for your internship plan.*
**Reporting Assignments:**

Throughout the quarter, you’ll need to monitor the progress you’re making on each of your objectives and report on the overall status of your project and internship. This reporting helps you identify strengths and weaknesses in your experience. By sharing these reports with your intern host, faculty sponsor and intern coordinator, you provide opportunities for others to support you and provide mentorship. Reports should be shared via email during weeks 3, 6 and 9 of the quarter with ALL of the following people: Intern Host, Faculty Sponsor, and Internship Coordinator.

Consider some of the following prompts to help you in your reports, but feel free to write about whatever inspires you.

- 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. How do they prioritize between economic, social and ecological tradeoffs?
- 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?
- 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?

**Internship Evaluation (Final Reflection) Assignment:**

For your final reflection, look back at the proposal you developed, as well as your 3 progress reports, and evaluate each of your objectives and the experience on the whole. This evaluation should be 2-3 pages.

- 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?
- What are some of the highlights or standout moments from your internship?
- How do you feel you developed as a learner and a person over the course of this experience?
- Any frustrations or regrets? How could you address those in a constructive manner?

If you’re intending to continue in your internship, briefly outline any changes to your proposal for next quarter, incorporating the understanding you’ve gained over the past 10 weeks.