

Student Name: _____

Quarter/Year: _____

Internship Time Log

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 _____								
_____ 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:			

Brief Description of Responsibilities: _____

Special Task or Projects Completed: _____

(see next page)

SA&FS INTERNSHIP COMPLETION PACKET

Student in the Sustainable Agriculture and Food Systems major must complete the reflection assignment for each quarter during which the internship is completed and in which the student earns unit credit. **This assignment is due to the faculty sponsor on the last day of instruction and must be completed in order to earn internship credit.** Initial below, indicating that you agree to abide by these standards.

Student initials: _____ Faculty Sponsor initials: _____

Step 1: To be completed with host before starting the internship and turned into faculty sponsor

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 follow the directions below.

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

With your internship host, discuss and highlight the learning objectives above that apply to your internship position that you will be completing. 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.

Step Two: Final reflection to be completed by the student and submitted to the faculty sponsor and host on the last day of instruction for the quarter during which the internship is completed

For your final reflection, respond to one of the prompts below in 800 words minimum (2 pages maximum):

1. 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?
2. 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?
3. 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?
4. What is the greater importance of your work and who are the communities being served by you and your host?
5. 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?
6. 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?