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 5 months**, or more specifically 22 weeks (40 hours per week). You will receive one credit for each month completed, and five credits of Cooperative Work Training are required for graduation. If 22 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: Wesley Autio, 205 Bowditch Hall, University of Massachusetts, Amherst, MA 01003-9294. **The grade that you receive will be reduced if these forms are late.** The form and the due date are as follows:
  
  1. **“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 If the agreement form and the proof of insurance are not received by April 30, you will automatically be withdrawn from the internship.**

  2. **“Thirty-Day Evaluation of Employer” (from the Internship Student Handbook) – due May 15 – you complete and sign this form and return it.**

  3. **“Final Evaluation of Student” (from the Internship Employer Handbook) – due the first Monday of the Fall Semester – your employer completes this form, but you must make sure that he or she 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 in printed format, using an appropriate binder.
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. Submit the phototour on a CD and in a format compatible with PowerPoint, Windows Media Player, or QuickTime.
   g. 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.

4. All of these materials must be submitted to Dr. Autio by 5:00 PM on the first Monday of the Fall Semester. The final grade will be reduced if it is late.

Grading

<table>
<thead>
<tr>
<th>Weekly Log</th>
<th>5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include a log of the kinds of activities in which you were involved.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Report</th>
<th>45 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>5 points</td>
</tr>
<tr>
<td>Your report must have good grammar, complete sentences, good sentence structure, and all other characteristics that make it a pleasure to read.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business description</th>
<th>5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment of how the experience affected your career path</th>
<th>35 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The most important part of the report is your discussion of how this experience affected your career path and your future. Be thoughtful.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PhotoTour</th>
<th>30 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a 15-30 minute video or a 30-50 slide PowerPoint presentation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Evaluation of Student by the employer</th>
<th>20 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A part of the grade is provided by the employer.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Points Available</th>
<th>100 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The letter grade will be based on the standard percentage ranges.</td>
<td></td>
</tr>
</tbody>
</table>
SUSTAINABLE FOOD & FARMING PROGRAM
INTERNSHIP AGREEMENT

Student name____________________________________   Phone(___)___________________

Student summer address _________________________________________________________

Company name __________________________________

Company address _______________________________________________________________

Employer Name _____________________________________ Phone (___)_________________

Employer Workman’s Compensation #___________________ Tax ID# ___________________

Period of employment     from:______________________ to: ___________________________

Daily work hours ____________________________a.m. to _________________________p.m.

Days per week that student will work _______________________________________________

Remuneration that the employer will pay student $ _________________ per hour

What is the overtime agreement for work beyond 40 hours per week? ______________________

Educational objectives and activities in which the student will participate:
_________________________________________________________________________________
___________________________________________________________________________

Two weeks notice must be given to all parties before this agreement is terminated.
We, the undersigned, agree to conform to this agreement.

Employer signature _______________________________________ Date ___________

Student signature ______________________   __________________ Date ___________

Program Coordinator Signature ______________________________ Date ___________

30 DAYS after reporting to work return for by April 30th to:
Dr. Wes Autio
205 Bowditch Hall
UMass Amherst
Amherst, MA 01003
(413) 545-2963 Fax(413)545-0260
autio@ umass.edu
SUSTAINABLE FOOD & FARMING PROGRAM
30 DAY EVALUATION OF EMPLOYER

Student name_____________________________________   Phone(____)___________________

Student summer address _________________________________

________________________
Street City/Town State Zip Code

Company name ________________________________________________________________

Company address_______________________________________________________________

________________________
Street City/Town State Zip Code

Employer Name________________________________Title_____________________________

1. Did you discuss the internship program and your educational objectives
a. your supervisor _____ YES _____ NO (explain on reverse side)
b. other _____ YES _____ NO Whom?_____________

2. Are you satisfied with the conditions of your employment? _____ YES _____ NO
   (explain on reverse side)

3. Are relations with your employer and co-workers satisfactory _____YES _____ NO
   (explain on reverse side)

4. The date you began your internship? ________________________________

5. If provided, are room and board arrangements satisfactory? _____ YES _____ NO
   (explain on reverse side)

6. On the reverse side, list the type of work you have performed since your internship
   began.

Student signature ________________________________ Date ______________________________

30 DAYS after reporting to work return form by April 30th to:
Dr. Wes Autio
205 Bowditch Hall
UMass Amherst
Amherst, MA 01003
(413) 545-2963 Fax(413)545-0260
autio@umass.edu
# SUSTAINABLE FOOD & FARMING PROGRAM

## 30 DAY EVALUATION OF STUDENT

(Included for your information only – Employer has their own copy)

Student name____________________________________________

Phone(___)___________________

Student summer address
_________________________________________________________________
Street

City/Town

State

Zip Code

Company name________________________________________________________

Company 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
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Employer/supervisor signature __________________________________ Date

30 DAYS after student reports to work return form by April 30th to:
Dr. Wes Autio
205 Bowditch Hall
UMass Amherst
Amherst, MA 01003
(413) 545-2963 Fax(413)545-0260
autio@umass.edu
SUSTAINABLE FOOD & FARMING PROGRAM
FINAL EVALUATION OF STUDENT
(Included for your information only – Employer has his or her own copy)

We thank you 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 internship grade.

Student name _______________________________________
Phone (___)________________________

Student summer address
Street City/Town State Zip Code

Company name _______________________________________
Company address _______________________________________
Street City/Town State Zip Code

Employer name _______________________________________
Phone (___)________________________

Approximate number of absences _______ Number of employer student conferences _______
First day of work ___________________ Last day of work ___________________

1. Is the student honest? _____ YES _____ NO
2. Does the student keep a good personal appearance? _____ YES _____ NO
3. Is the student arriving to work on time? _____ YES _____ NO
4. Is the student completing assigned projects in a timely fashion? _____ YES _____ NO
5. Does the student follow instructions? _____ YES _____ NO
6. Does the student get along well with other employees? _____ YES _____ NO
7. Does the student show enthusiasm? _____ YES _____ NO
8. Does the student accept constructive criticism? _____ YES _____ NO
9. Do you think the student displays leadership potential? _____ YES _____ NO
10. Quality and thoroughness of student’s work:

  _____ Excellent  _____ Good  _____ Average  _____ Fair  _____ Poor

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

  _____ Excellent  _____ Good  _____ Average  _____ Fair  _____ Poor

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

THIS EVALUATION IS CONFIDENTIAL

At the conclusion of the student’s internship, return form by September 13th to:

Dr. Wes Autio  
205 Bowditch Hall  
UMass Amherst  
Amherst, MA 01003  
(413) 545-2963 Fax(413)545-0260  
autio@ umass.edu