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 (possibly 12 credits with permission) 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 37 Dover Rd Durham NH 03824
  (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, including as many details as possible. An online blog (for example, using a resource such as: 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 ________________________________
City/Town ____________________________
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:
_________________________________________________________________________
___________________________________________________________________________
_________________________________________________________________________
___________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

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
37 Dover Rd.
Durham NH 03824

Email: rciulla@psis.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
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

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
37 Dover Rd.
Durham NH 03824
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
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