

## Host Site Score Card: Categories Defined

### **Scheduling**

Host sites must commit to providing student interns with a minimum of 150 hours of work-based training. They must also ensure that the interns do not work more than 20 hours a week during the academic year, and not more than 39 hours a week during the summer. Interns perform best when they have a set schedule of days/times when they are expected to be at their host site. Sites that offer interns a set schedule will receive a higher score. Additionally, upon request, host sites should consent to visits by USM personnel during the student's internship.

### **Office Space**

Host sites are required to provide a safe working environment in a professional on-site office. Host sites that offer a clean and accessible work space in an office environment will always be available to the intern during scheduled hours and will receive a higher score. The office may not be in a private residence.

### **Networking**

Host sites are asked to build an environment that integrates the student intern into work and social activities. This environment should also help the intern interact with colleagues throughout the organization and within their field of interest. Sites that include interns in meetings with all staff, team meetings, and in organizational events and activities will receive a higher score.

### **Supervisory Experience**

Host sites must provide one identified, on-site intern supervisor who has knowledge and a professional background in the industry of the internship. The supervisor should feel comfortable providing constructive feedback that allows for development of the intern's professional skills. Host sites that have an experienced supervisor, especially those with experience supervising an intern, will receive a higher score.

### **Support**

Host sites are asked to facilitate goal-setting with each intern prior to the start of the internship. They will then provide appropriate resources and feedback to support the intern. Supervisors should meet regularly with the intern throughout the internship. Sites where supervisors are available to meet one-to-one with the intern regularly will receive a higher score. Supervisors must complete an evaluation of the student intern at the end of the internship.

### **Sector of the Food System**

The food system involves all processes and infrastructure involved in feeding a population: growing, harvesting, processing, packaging, transporting, marketing, consumption, and disposal of food and food-related items. For the purposes of this criteria, we also consider the emergency food system and food policy as sectors. Internship opportunities that touch on more than one sector of the food system will receive a higher score.

### **Direct Contact with Community**

Many host sites sell, serve, and/or connect people to food. Internship opportunities that allow students to work with and meet directly with clients/customers on a regular basis will receive a higher score.

## **Host Site Score Care: Categories Defined**

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### **Research Component**

Students are learning to tell the story of where they are working and who they are working with (i.e., “target audiences”). Internship opportunities that allow an intern to conduct research, especially those that allow an intern to learn about the community they are working in, will receive a higher score. We hope that interns’ research will provide valuable information to the community and the host site, allowing them to better tell their own stories.

### **Intercultural/Socioeconomic Competencies**

Maine is becoming an increasingly diverse state, and the Food Studies Program seeks to expose interns to people who are from a variety of different cultures and classes. Internship opportunities that allow students to gain knowledge about and/or have experiences interacting appropriately with people who are from a variety of different cultures and classes will receive a higher score.

### **Benefit to Local Farms or Food Entrepreneurs**

There are many farmer, fisher, food entrepreneur, and producer associations in the state of Maine. The Food Studies Program aspires to provide direct benefit to the people who help feed us all. Hosts sites that have a work plan that developed in collaboration with and is designed to benefit farms/food entrepreneurs/gardeners will receive a higher score.

### **Utilization of Academic Knowledge**

Host sites are asked to provide a rigorous and hands-on work experience that will enable the student intern to apply academic learning to real-life problems in a work setting. The work must be meaningful and foster learning and skill-building. The internship should be structured to utilize students’ academic knowledge.

### **Strategic Partnership**

The Food Studies Program has collaborated and partnered with a variety of organizations and entrepreneurs in the state and will continue to build on these relationships. We aim to find hosts sites that help to establish and/or build upon these relationships. Internships that allow for a collaboration to be established, that build on an existing collaboration, or that involve partnerships with both the host site and other key players will receive a higher score.

### **Leveraging of Additional Resources**

It is common for businesses and non-profits to piece together the resources needed to do their work. We hope that interns will allow hosts sites to improve on the food systems work that they are already doing, and that they will track the value that interns bring to their work. Sites where interns can help to implement work for which there are currently no resources and sites that document in-kind support in their annual budget/ report will receive a higher score. Additionally, placements that allow a host site to leverage additional funds that will be used for food systems work will receive a higher score.

### **Additional Considerations**

If there is something unique about your internship opportunity that you’d like to share, please describe and assign a point value to that.