

Internship Host Site Criteria Matrix

The Food Studies Program at the University of Southern Maine uses the following criteria to generate a score to rate a host site's suitability for internship placement.

Score	1	2	3	4	5
Scheduling <i>(10-12 hrs./week, 150 hrs. min./semester required)</i>	Flexible schedule all semester is set ad hoc		Set schedule combined with some flex hours		Set weekly schedule
Office Space <i>(private homes not allowed)</i>	Work space limited; intern may end up working remotely on occasion in order to complete tasks		Rotating work space(s) are clean and accessible always available to intern during scheduled hours		Clean and accessible work space in office setting the same each week and always available to intern during scheduled hours
Networking	Intern interacts with colleagues, but no meetings or events will take place	Intern participates in at least one event or meeting	Intern included in team meetings relevant to the project they are working on	Intern included in team meetings and events relevant to the project they are working on	Intern included in meetings with all staff, team meeting, and in organizational events and activities
Supervisory Experience	Supervisor has little experience but agrees to check in regularly and provide constructive feedback		Supervisor has experience with staff but has not supervised interns; agrees to provide constructive feedback that allows for development of professional skills		Supervisor has experience supervising interns; agrees to provide constructive feedback that allows for development of professional skills
Support	Supervisor available as needed	Supervisor calls and/or emails intern biweekly to check in	Supervisor calls and/or emails intern weekly to check in	Supervisor meets one-on-one with intern biweekly	Supervisor meets one-on-one with intern on a weekly basis
Sector of the Food System	Intern work in food systems-related activities (<i>i.e.</i> , policy and/or advocacy), but not within the food system itself		Intern connects with at least one sector of the food system		Intern connects with 3 or more sectors of the food system
Direct Contact with Community	Intern meets clients/customers as a part of a special event		Interns have several opportunities to interact with clients/customers		Intern works and meets directly with clients/customers on a regular basis
Research Component	Very little research required		Intern conducts a limited amount of research that will inform their work		Intern conducts research, learns about the community they are working in, and provides valuable information to host site

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<i>Intercultural/Socio-economic Competencies</i>	Intern has at least one experience interacting appropriately with people of different cultures and classes		Interns has several experiences interacting appropriately with people of different cultures and classes		Intern gains knowledge about and has multiple/regular experiences interacting appropriately with people of different cultures and classes
<i>Benefit to Local Farms or Food Entrepreneurs</i>	Workplan benefits one farm or business	Workplan designed with at least one farm/food entrepreneur and benefits one business	Workplan benefits more than one farm or business	Workplan designed with at least one farm/food entrepreneur to benefit multiple farms/food entrepreneurs	Workplan developed in collaboration with and is designed to benefit multiple farms/food entrepreneurs
<i>Utilization of Academic Knowledge</i>	Workplan utilizes intern's academic knowledge gained from Food Studies coursework		Workplan utilizes intern's academic knowledge gained from Food Studies coursework and their major		Workplan intentionally designed to utilize intern's academic knowledge gained from Food Studies coursework and their major
<i>Strategic Partnership</i>	Intern's work allows for a collaboration to be established between Food Studies Program and a key player(s) in Maine's food system	Intern's work builds on partnership with a key player(s) in Maine's food system	Intern's work allows for a collaboration to be established between Food Studies Program and host site	Intern's workplan builds on a partnership between Food Studies Program and host site	Intern's workplan builds on a partnership between Food Studies Program, host site, and other key players
<i>Leveraging of Additional Resources</i>		Host site implements food systems work for which they do not currently have resources	Host site documents in-kind support in their annual budget/report	Host site documents in-kind support in their annual budget/report and plans to request funds based on that contribution (but has not yet secured funds)	In-kind support documented in host sites annual budget/report and allows host site to leverage additional funds that will be used for food systems work
<i>OTHER CRITERIA ?</i>					