



Roles and Responsibilities of the Student Intern

Step 1: Application

The student must apply for the internship within one month of the preferred starting semester. The online internship application can be found here: <https://usm.maine.edu/food-studies/internships-students>.

As part of the application, students are also required to submit a resume. If help is needed in writing and/or revising the resume before submitted, visit the USM Career and Employment Hub: <https://usm.maine.edu/career-and-employment-hub/careers>.

Students are required to maintain good academic standing.

Step 2: Determining Intern Readiness and Identifying Goals and Objectives

After the application is submitted, the Internship Coordinator (IC) contacts the student to set up a meeting to discuss internship logistics, learning goals, and options for hosts sites and Faculty Advisors (FAs).

Step 3: Determining Faculty Advisor and Host Site

Following the meeting with the IC, the student will confirm their preferred host sites and FA. Students should remain professional in all interactions with the host site.

Step 4: Learning Agreement

The Learning Agreement outlines the student's internship experience. It includes intern, FA, and Host Site Supervisor contact info, the project description, responsibilities and tasks assigned, and the learning objectives. The IC fills out the known information of the Learning Agreement and then passes it onto the student, FA, and Host Site Supervisor to complete.

The student is responsible for initiating a meeting with their FA to complete the Learning Agreement. The student will also initiate a meeting with the host site to review project description, tasks/responsibilities, and to set a regular schedule, including a specific start date, time, and location. The student then edits the Learning Agreement to include feedback from FA and Host Site Supervisor. The student gets final approval on Learning Agreement from their FA and finalizes it by gathering all signatures. The Learning Agreement must be completed, signed by all parties, and submitted to the Administrative Specialist (AS) before the student may register for the course and begin the internship.

For more information on how to write a great Learning Agreement, visit:

<https://usm.maine.edu/sites/default/files/food-studies/HowToWriteALearnAgree.pdf>.

Step 5: Course Registration

Food Studies internships require a permission form for course registration (either FSP 395 and FSP 695). Schedule an appointment with the AS to sign the form. The AS will obtain the student's FA's signature and submit to the Registrar for course registration.

Step 6: On-Boarding at USM

All interns are required to participate in a pre-internship training. The training is usually scheduled for the first Friday of the semester. All interns are also required to complete new hire paperwork. If this is not done prior to the training, then it can be done immediately following the training.

Additional opportunities for interns to participate in developmental activities will be determined on an individual basis. Students should discuss opportunities to participate in developmental activities with the IC and their FA.

Step 7: Bi-Weekly Journal Entries

All interns are required to submit journals bi-weekly throughout the internship, starting week 2 of the semester. The journal entries should be sent to the FA, Host Site Supervisor, and the IC. If a student has not started on-site as of week 2, then the journal entry should say so and there should be a clear indication of actual start date.

If an intern has more than one outstanding journal entry, then the internship will be put on an immediate hold and the Host Site Supervisor notified. The hold will stay in place until the required journal entries are submitted. During this hold, the student will not be able to return to their work site until they are current on journal assignments.

Step 8: Check-In with Faculty Advisor

Interns should check-in with their FA at least three times during the course of the internship. Internships are usually 14 weeks long, with week 15 being finals week, the week in which the end-of-semester presentations are delivered. The recommended timing for scheduling check-ins between interns and FAs are week 2, week 7 (the halfway point), and week 12. It is the intern's responsibility to set up these meetings.

Step 9: Networking Meeting

Interns are required to attend a mid-semester networking meeting with their cohort. This meeting will be facilitated by the IC and attendance will be taken.

Step 10: End-of-Semester Presentations

Interns are required to give an end-of-semester presentation about the internship experience. Guidelines for the presentation format can be found here:

<https://usm.maine.edu/sites/default/files/food-studies/InternshipPresentations.pdf>.

Step 11: Final Project

Interns are required to complete a final project. This is often a 5-10 page written paper that ties research done at the host site to key concepts learned in the classroom. However, the final project does not need to be a paper. Interns need to work with their FA to determine the most appropriate final project for their internship.

Step 12: Revised and Updated Resume

A differentiator of the MEIF-supported Food Studies internship program is the requirement for each student intern to revise and resubmit his/her resume prior to the end of the semester. This includes a one-to-one meeting with a Career Advisor at USM's Career and Employment Hub. It is the intent of MEIF@USM that the meeting with a Career Advisor will help the student link their developmental work-based activities, such as internships to career pathways.

Appointments can be scheduled with a Career Advisor at USM's Career and Employment Hub by going to their website and following instructions: <https://careerhub.youcanbook.me>.

The student submits their revised resumes to the AS and FA. Once the revised resume is submitted, the student will schedule a meeting with their FA to review and reflect on how the internship experience can inform your future coursework and career pathway choice.

Step 13: Grading and Evaluations

All interns are asked to complete an online student internship evaluation form before the last day of the semester. This feedback on the intern's experience is important as it allows the Food Studies Program to adapt and improve.

FAs will grade internships in a pass/ fail basis and will consider whether or not the intern completed all academic assignments associated with the internship program, including, but not limited to a bi-weekly log/journal, a final paper, a final oral presentation, and an updated resume that includes the completed internship.