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FOODST 195CE - Community and Corporate Internships in Food Studies

Course Information

Graduate Student Instructor:

Skye Shodahl

sshodahl@college.edu

Faculty Sponsor: Amy Rowat

Office Hours:

Schedule through MyUCLA appointments

Monday: 10:00AM – 3:00 PM

Wednesday: 12:30 PM - 5:30 PM

Friday: 12:00 PM – 2:00 PM

Center For Community Engagement:

Website: communityengagement.ucla.edu (<http://communityengagement.ucla.edu/>) Phone: (310) 825-7867 Fax: (310) 206-2175

Email: 195CEinfo@college.ucla.edu (<mailto:195CEinfo@college.ucla.edu>)

Course Description:

With the assistance of the Center for Community Engagement, the Food Studies Minor offers Food Studies 195CE (4 units) as an opportunity to apply critical thinking and research skills obtained through the student's university education to an internship experience. By the end of the quarter, you should have an appreciation for the experience garnered from your internship, as well as a greater understanding for the application of Food Studies beyond the university and the importance of civic engagement.

Enrollment is limited to juniors and seniors in the Food Studies Minor only. Letter grade or P/NP. Please note: this course can count as the required capstone experience for the for Food Studies Minor. It must be taken for a letter grade in order to be applied toward the minor, and the minor course requirements must be completed by the time or at the same time that the student is enrolled in 195CE.

Eligibility

Students are eligible to enroll in EDUC 195CE if they have completed at least 90 units (junior standing) and are in good academic standing (3.0+ GPA).

Internships should provide students with 8-10 hours per week (80-100 hours per quarter) of substantive, meaningful work in which the students serve as the primary beneficiary of the experience. Students must be actively engaged in an internship for at least 8 weeks of the quarter in which they are enrolled. 195CE cannot be taken for retrospective internships.

Off-campus non-profit organizations, government agencies, or corporate settings with a focus on food studies or food studies related topics are eligible. Internships may be paid or unpaid but must offer students training, supervision, and networking opportunities in a professional work setting. The [Department of Labor and State of California](https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships) [↗ \(https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships\)](https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships) require students who intern at a for-profit company to either be paid or receive

academic credit for the internship.

During quarters in which UCLA is operating in a 100% remote setting, internships must be 100% remote and require no in-person training or activities. Students must acquire their internship prior to seeking enrollment in 195CE.

Enrollment:

EDUC 195CE is a contract course offered in collaboration with the Center for Community Engagement (CCE). In order to enroll, students first need to fill out a course contract on MyUCLA. Detailed instructions for enrollment can be found on CCE's website [here \(https://communityengagement.ucla.edu/programs/internship-courses/#enrollment\)](https://communityengagement.ucla.edu/programs/internship-courses/#enrollment).

After the course contract has been created, students are required to obtain the signature of their internship site supervisor on both the course contract and a letter of agreement which stipulates the responsibilities of UCLA and the internship site in supporting the student during the internship. Please note: students are NOT responsible for acquiring signatures of the faculty of record or department chair.

Course Requirements:

- Minimum of 80 hours of work at an off-campus internship (and a signed timesheet)
- Six Weekly Written Assignments
- Three one-on-one meetings, one whole group meeting, one writing workshop
- Final Research Paper
 1. Proposal and annotated sources (Week 4)
 2. First draft (Week 6)
 3. Peer Critique (Week 7/8)
 4. Final draft (Week 10)

Internship Hours & Timesheet:

To pass the course, interns must remotely work at least 8 weeks during the 10 week quarter AND work a minimum total of 80 hours (approximately 8-10 hours/week). Submit a timesheet with your final paper, signed by your supervisor and documenting the hours that you have worked this quarter. **Failure to complete the minimum requirements will likely result in an automatic grade reduction to C-/NP.** If for any reason you find that you must miss more than the equivalent of one week's regular shift at your internship or if you must end your internship early, you MUST inform your Graduate Student Instructor IMMEDIATELY. Your Graduate Student Instructor will consult with your internship supervisor and Center administrators about appropriate steps and may advise you to drop the course if it is determined that you are not in a position to pass.

Your signed timesheet is due by **5pm on Friday of Week 10 (Friday, March 15)**. Submit your signed time sheet on the course website.

Weekly Response Papers (30% of your grade):

Submit 2-3 page response papers via the course website by 11:59 PM on Sunday beginning Week 2. Two pages is the minimum, but it is likely that you will need all three pages to cover all aspects of the prompts. Each weekly paper is worth 5 points. Response papers are docked 1 point for each day they are late. If you need extra time on an assignment, send the Course Coordinator with a brief email with your request. All papers must be submitted by the end of the quarter to receive a final grade.

These papers should offer detailed reflections about your experience in the workplace and how it relates to the field of food studies. While you write, you will think critically about how issues pertaining to food production, sustainability, distribution, and policy shape the contemporary world. Weekly questions will be provided to guide your analysis. Review your papers for grammatical or spelling errors and typos before you submit them. Papers that contain many careless errors will not receive full credit. A successful response paper will:

- Answer the questions corresponding to each assignment completely and accurately in the student's own words. Alternatively, if the student has spent substantial time trying to understand the concepts and finds they are still unclear, the student may describe in detail, in their own words, what about the concept doesn't make
- Include reflection that demonstrates the student is challenging themselves to think critically and analytically about their internship through the lens of the weekly

Please submit your paper on the course website. Email submissions are ONLY accepted in the case of website difficulties. Feel free to submit your papers early.

Required format: Essay format, 2 – 3 pages double-spaced, Times New Roman 12pt font, and 1” margins. Include citations for the assigned readings or other referenced work where appropriate, and do not copy and paste the reading questions into your document.

Discussion Sessions (20% of your grade):

Schedule and attend biweekly discussion sessions with your CCE Graduate Student Instructor at least 5 times, including intake. Come to each 30-minute discussion session prepared to discuss your experiences at your internship, your weekly response papers, and your research paper progress. To receive full credit you must be prepared to have an engaged, interactive meeting.

Appointments can be scheduled online through MyUCLA. Email your Graduate Student Instructor if you have questions or need to reschedule or cancel a meeting. You are responsible for making your own appointments and for scheduling your 5 meetings evenly throughout the quarter (biweekly – i.e. every other week). Each meeting is worth 5 points. Showing up late and/or unprepared for a meeting will result in the loss of at least one point. If you arrive more than 10 minutes late, you will be asked to reschedule. Meetings rescheduled less than 24 hours in advance are worth only half credit (emergencies will be evaluated case-by-case). You may schedule only one meeting per week and MUST complete your second meeting by the end of Week 4 or the meeting will be considered late and will be worth only half credit.

Any request to schedule meetings in consecutive weeks must be approved by the Graduate Student Instructor IN ADVANCE and may not be granted. Attending regularly scheduled meetings throughout the entire quarter is required in order to pass a 195CE course and you may be advised to drop at any point in the quarter if this condition is not being met.

Group Writing Workshop:

In Weeks 7 and 8 you will meet with me and one or maximum two other Food Studies 195CE students. The purpose of the

meeting is to share our research paper topics, large questions, specific questions, ideas and arguments with each other. We will learn how other students are approaching different topics by listening and providing constructive feedback to each other. Students will fulfill the following steps:

1. Prepare a concise and clear power point presentation: Think about how to present your questions, your research topic, the larger issue you address, the specific issue(s) you focus on, the ways in which you are addressing your topic, how you write about/structure it and what you plan to add and edit in your final draft. After presenting, you will receive oral feedback from your peers and myself.
2. Exchange Papers: In order to receive written feedback from one of your peers, each student will be assigned to review another student's draft. To complete this review, you will provide feedback directly on the draft itself via comments and provide answers to specific questions. Your critique must be submitted before your scheduled writing workshop, as you will be expected to share these with your peers during the workshop.

Remember: writing is a sensitive, personal, and challenging process for many of us. Please be *sympathetic, generous, and constructive* to your classmates' writing aims, attempts, and aspirations.

Final Research Paper (50% of your grade):

Submit an 8-10 page final research paper inspired by your work at your internship site. During the first quarter of your internship, your research paper should review the existing literature in a field related to food studies and to your internship. This is not an extended response paper; rather, you should develop a research-based argumentative analysis that uses interdisciplinary approaches from the field of food studies. Your final research paper must have a minimum of five scholarly sources. Assigned course readings will not count toward this minimum requirement. While your paper may include a mix of academic and popular sources, you must have at least five scholarly sources. Please submit your paper on the course website. Email submissions are ONLY accepted in the case of website difficulties. Late papers will receive a deduction of 1/3 of a letter grade for each day late.

Course Materials

Course Resources

[Syllabus PDF Format \(https://bruinlearn.ucla.edu/courses/189266/files/16285587?wrap=1\)](https://bruinlearn.ucla.edu/courses/189266/files/16285587?wrap=1)

SECOND QUARTER ONLY: [Second Quarter Syllabus PDF Format \(https://bruinlearn.ucla.edu/courses/189266/files/16285586?wrap=1\)](https://bruinlearn.ucla.edu/courses/189266/files/16285586?wrap=1)

All readings will be posted here on the Canvas site.

Technical Requirements

Browsers

You will need to use a browser as your primary method of accessing this course. The Canvas mobile apps should only be used as a supplement. To learn about browser compatibility with Canvas, visit the [Supported Browsers !\[\]\(3cb60d42b10e53f9522bb0b392c1c4cd_img.jpg\) \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66\)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66) page.

Learning Outcomes

195CE Course Outcomes

Students enrolled in this independent study course will have the opportunity to:

- Define and apply the following core concepts: civic engagement, social responsibility, experiential learning, food chains, and food justice;
- Apply academic knowledge and critical thinking skills to address situations and challenges that arise in 21st-century work environments;
- Develop and execute a research paper integrating analysis inspired by experiential learning (i.e. an internship) with knowledge gained from your coursework in the Food Studies Minor;
- Explore how the off-campus food-related work experience contributes to an undergraduate's intellectual, personal, and professional development and informs future career choices.

Course Policies

Grade Calculation

If you would like to calculate your grade, use Canvas' What-If Grades feature. [What are What-If Grades? ↗ \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-What-If-Grades/ta-p/25\)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-What-If-Grades/ta-p/25)

Final grade breakdown:

Meetings with coordinator: 4 @ 5 pts each = 20 pts

Weekly Assignments: 6 @ 5 pts each = 30 pts

Final Paper

Proposal and Sources: 1 @ 5 pts = 5 pts

First Draft: 1 @ 15 pts = 15 pts

Peer Critique 1 @ 5 pts = 5

Final Draft: 1 @ 25 pts = 25 pts

Total = 100 pts

Possible Grade Deductions

Failure to submit timesheet = Automatic failure

Failure to attend all five one-on-one meetings = Automatic failure

Late weekly assignment = -1 pts/day

Late final project = - 1/3 of a letter grade/day

Grade Distribution

Letter Grade Scheme

Grade	Percentage
A+	100% to 97%
A	96.99% to 93%
A-	92.99% to 90%
B+	89.99% to 87%
B	86.99% to 83%
B-	82.99% to 80%
C+	79.99% to 77%
C	76.99% to 73%
C-	72.99% to 70%
D+	69.99% to 67%
D	66.99% to 60%

Grade	Percentage
F	59.99% to 0%

P-NP Grading

P	100% to 70%
NP	< 70% to 0%

Based on the UCLA Undergraduate Education Office of Instructional Development's grade categories for undergraduates, A = Superior, B=Good, C=Fair, D=Poor, F=Failure.

NOTE: Please also be advised that your internship will be notified at any point in the quarter if you are in danger of not passing this course. You should also know that regardless of student performance, all site supervisors are contacted at least twice during the term for mandatory check-ins.

**All work must be submitted to pass the course even if it is too late to receive any credit.

**Failure to complete administrative course requirements in a timely manner (such as failing to provide your coordinator with contact information for your site supervisor) may also result in a reduction of your final grade by 1/3 of a letter grade or more.

Communication with Sites & Campus Stakeholders

In order to monitor the educational experience of undergraduate interns, the Center for Community Engagement communicates with internship site supervisors for mandatory check-ins at least twice each quarter and provides sites with an online evaluation of their partnership with UCLA. As a matter of policy, sites must be notified at any point in the quarter if students are in danger of not passing the course or if they withdraw. As needed, we may also communicate with various campus stakeholders, such as the Dashew Center for International Students & Scholars, the Career Center, and Student Care

Managers.

University Policies

Academic Integrity

UCLA is a community of scholars. In this community, all members including faculty, staff and students alike are responsible for maintaining standards of academic honesty. As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in your academic endeavors. You are evaluated on your own merits. Cheating, plagiarism, collaborative work, multiple submissions without the permission of the professor, or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings usually resulting in suspension or dismissal. See the [Dean of Students website \(https://deanofstudents.ucla.edu/\)](https://deanofstudents.ucla.edu/) for more information.

[source: Dean of Students syllabus statement ([syllabus \(https://deanofstudents.ucla.edu/file/4b995724-f033-476a-bccc-f6103528d959\)](https://deanofstudents.ucla.edu/file/4b995724-f033-476a-bccc-f6103528d959))]

Accommodations for Students with Disabilities:

If you are already registered with the Center for Accessible Education (CAE), please request your Letter of Accommodation in the Student Portal. If you are seeking registration with the CAE, please submit your request for accommodations via the CAE website. Students with disabilities requiring academic accommodations should submit their request for accommodations as soon as possible, as it may take up to two weeks to review the request. For more information, please visit the [CAE website \(http://www.cae.ucla.edu/\)](http://www.cae.ucla.edu/), visit the CAE at A255 Murphy Hall, or contact us by phone at (310) 825-1501.

[source: Center for Accessible Education ([Faculty Questions \(https://cae.ucla.edu/faculty/faqs\)](https://cae.ucla.edu/faculty/faqs))]

Resources for Students

UCLA provides resources if you are feeling overwhelmed and need personal and/or academic assistance.

Please see the [Red Folder REV2020 web \(https://studentincrisis.ucla.edu/file/39679e1c-a57d-48d0-83a2-a906c1e53669\)](https://studentincrisis.ucla.edu/file/39679e1c-a57d-48d0-83a2-a906c1e53669) for more information.

Title IX

Advocacy and Confidential Services

Please note that Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you have experienced sexual harassment or sexual violence, you can receive confidential support and advocacy at the CARE Advocacy Office for Sexual and Gender-Based Violence, 205 Covell Commons, Los Angeles, CA, 90095, care@careprogram.ucla.edu, (310) 206-246 5. Counseling and Psychological Services (CAPS) provides confidential counseling to all students and can be reached 24/7 at (310) 825-0768.

Reporting and Non-confidential Services

Your professor is required under the UC Policy on Sexual Violence and Sexual Harassment to inform the Title IX Coordinator should he become aware that you or any other student has experienced sexual violence or sexual harassment. In addition, You can also report sexual violence or sexual harassment directly to the University's Title IX Coordinator, 2255 Murphy Hall, titleix@equity.ucla.edu , (310) 206-3417. Reports to law enforcement can be made to UCPD at (310) 825-1491.

Modules

Course content is divided into modules that run from Monday at 12:01am through Sunday at 11:59pm US Pacific Time





(UTC-08:00). Due dates are communicated within each Assignment tool.








Changes to the course schedule may occur and will automatically be reflected in the Course Summary section below.






Weekly Response Topics:

NOTE: Many of the prompts for these weekly assignments include multiple interrelated questions and more than one short reading. Please be sure to follow instructions closely and address ALL parts of each assignment. If the prompt asks you to choose one of the two prompts provided, please only choose one. Consult your Graduate Student Instructor BEFORE an assignment is due if you have questions about a prompt.

Course Summary:

Date	Details	Due
Sun Jan 28, 2024	 Meeting 2 - Individual (https://bruinlearn.ucla.edu/courses/189266/assignments/1565237)	due by 11:59pm
Sun Feb 11, 2024	 Meeting 3: Group Meeting (https://bruinlearn.ucla.edu/courses/189266/assignments/1565238)	due by 11:59pm
Sun Mar 3, 2024	 Meeting 4: Peer Editing (https://bruinlearn.ucla.edu/courses/189266/assignments/1565239)	due by 11:59pm
Sun Mar 17, 2024	 Meeting 5: Final One-on-One (https://bruinlearn.ucla.edu/courses/189266/assignments/1565240)	due by 11:59pm

Date	Details	Due
Sun Apr 21, 2024	 Response Paper Week 2 (https://bruinlearn.ucla.edu/courses/189266/assignments/1565242)	due by 11:59pm
Sun May 5, 2024	 Response Paper Week 3 (https://bruinlearn.ucla.edu/courses/189266/assignments/1565243)	due by 11:59pm
Sun Apr 28, 2024	 Response Paper Week 4: Research Paper Proposal (https://bruinlearn.ucla.edu/courses/189266/assignments/1565244)	due by 11:59pm
Sun May 12, 2024	 Response Paper Week 5 - Interview (https://bruinlearn.ucla.edu/courses/189266/assignments/1565245)	due by 11:59pm
Sun May 19, 2024	 Response Paper Week 6: Research Paper First Draft (https://bruinlearn.ucla.edu/courses/189266/assignments/1565246)	due by 11:59pm
Sun May 26, 2024	 Response Paper Week 7 (https://bruinlearn.ucla.edu/courses/189266/assignments/1565247)	due by 11:59pm
Sun Jun 2, 2024	 Response Paper Week 9 (https://bruinlearn.ucla.edu/courses/189266/assignments/1565249)	due by 11:59pm

Date	Details	Due
Fri Jun 7, 2024	 Final Research Paper (https://bruinlearn.ucla.edu/courses/189266/assignments/1565236)	due by 5pm
	 Review Syllabus (https://bruinlearn.ucla.edu/courses/189266/assignments/1565250)	due by 11:59pm
	 Signed Timesheet (https://bruinlearn.ucla.edu/courses/189266/assignments/1565251)	due by 11:59pm
	 Peer Critique of Final Research Paper (https://bruinlearn.ucla.edu/courses/189266/assignments/1565241)	
	 UCLA Collaboratory Internship Review (https://bruinlearn.ucla.edu/courses/189266/assignments/1565252)	