



UCLA Food Studies Minor

195CE Capstone Information Guide

Food Studies 195CE Capstone Expectations and Guidelines

Food Studies 195CE (4 units) is an opportunity to apply critical thinking and research skills obtained through the student's University education to an internship experience. With the assistance of the Center for Community Learning, by the end of the quarter students should have an appreciation for the experience garnered from their internship, as well as a greater understanding for the application of Food Studies beyond the University, and the importance of civic engagement.

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 an off-campus food-related work experience contributes to an undergraduate's intellectual, personal, and professional development and informs future career choices.

Students who complete FOOD ST 195CE must:

- Attend bi-weekly meetings with a coordinator at the Center for Community Learning
- Complete 8 weekly journals/writing assignments
- Submit an 8-10 page final research paper
- Log a minimum of 80 hours of work at internship site on a timesheet.

FOOD ST 195CE Requirements

Students who wish to enroll in FOOD ST 195CE as their Capstone requirement, must:

- Be Junior or Senior standing (completed 90 or more units)
- Be in good academic standing with at least a 3.0 GPA
- Secure an off-campus internship with a corporation, non-profit organization, or government agency

Additional criteria for the FOOD ST 195CE course and internship includes:

- Enrollment in a 4-unit FOOD ST 195CE internship course:
 - Course must be taken for a letter-grade
- Internship must consist of 8-10 hours per week amounting to a total of 80-100 hours for the quarter
- Challenging, college-level work (i.e. not filing, coffee runs, scheduling appointments, shadowing without interaction, etc.)
- Professional work environment
- Supervised off-campus location (UCLA-affiliated centers are RARELY approved and internship work must

- involve interaction with community stakeholders, not peers)
- Connection to the minor and/or their major/interests

Internships may be paid or unpaid, but positions that would be classified strictly as part-time or full-time jobs by the Department of Labor (including most retail and commission-based sales positions) are **NOT** eligible for credit.

Please note that if a student wishes to complete FOOD ST 195CE as their Capstone requirement, it must be the last course taken for the minor or concurrently with one remaining minor course requirement.

Identifying an Internship Site

Students are encouraged to explore and seek internships that align with their interests as they relate to food studies. Please note that students are required to find and secure their own internships.

Some sample internship sites include:

- American Diabetes Association
- Food Forward
- Los Angeles Food Policy Council
- Venice Family Clinic
- Veteran Affairs Food Insecurity and Teaching Kitchen

Below you will find some suggestions on where to search for internship opportunities:

- [BruinView](#)
- State/National Internships
 - [UC Center Sacramento Program](#)
 - [UCLA CAPPP Program](#)
- Online Resources
 - [Idealist.org](#)
 - [Indeed.com](#)
 - [Internships.com](#)
 - [Losangelesinternships.com](#)
- Department/Personal Contacts

Applying and Interviewing for an Internship

We recommend that students visit the Career Center for guidance regarding creating/updating their [resume](#), [cover letter](#), and for [interview preparation](#). The Career Center offers in-person and online workshops that address the abovementioned topics. In addition, students are welcome to schedule an appointment with a Career Counselor for a [resume critique](#) during their [drop-in counseling hours](#).

Resources Overview:

- [Career Center](#)
 - [Internships](#)
 - [Resume Resources](#)
 - [Interview Preparation](#)
 - [BruinView](#)
 - [Internship Opportunity Lists](#)
- [Center for Community Learning](#)

Enrolling in FOOD ST 195CE

Upon securing an internship site, a student will need to complete the following steps to enroll in FOOD ST 195CE:

1. Schedule an in-take appointment with the Food Studies Internship Coordinator by calling or emailing the Center for Community Learning during Weeks 8-10 of the quarter **preceding** the internship or Weeks 0-2 of the quarter when the student wishes to enroll.
 - a. To schedule an appointment with the FOOD ST 195CE Internship Coordinator, contact the Center for Community Learning at (310) 825-7867 or request a meeting via email (cclmeetings@college.ucla.edu).
2. Create a FOOD ST 195CE contract course via [MyUCLA](#) by going to:
 - a. "Classes" tab → "Contract Courses" → "My Contract Courses" → "Submit a new contract"
3. Submit the signed FOOD ST 195CE contract to the Coordinator by Friday of Week 2 (Friday of Week 3 with fee). All contracts must be signed by the student's internship supervisor **prior** to being submitted to the Coordinator.
4. Once the contract is approved by the Coordinator, the Food Studies Academic Counselor will enroll the student in FOOD ST 195CE.
 - a. If necessary, a student should petition with their academic counseling unit to exceed their study list units for the quarter.
5. It is recommended that a student verify their enrollment in the course by reviewing their study list by the end of Week 2 (or Week 3 if paperwork is submitted late).

*The information provided in this document, was adapted from the Center for Community Learning's website:
<http://www.uei.ucla.edu/communitylearning.htm>.*