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 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.
  - Please note that for Winter 2021, internships must be 100% remote.

**Students who complete FOOD ST 195CE must:**

- Attend bi-weekly meetings with a graduate student instructor 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
  - **Note:** for Winter 2021, internships must be 100% remote.

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)
  - **Note:** for Winter 2021, internships must be 100% remote.
- 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
- Project Angel Food
- Seeds to Plate
- Venice Family Clinic

Below you will find some suggestions on where to search for internship opportunities:
- **Handshake**
- **State/National Internships**
  - UC Center Sacramento
  - UC CAPPP Quarter in Washington Program
- **Online Resources**
  - Idealist.org
  - Indeed.com
  - Internships.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**
  - Handshake
  - Informational Interviews
  - Internships
  - Interview Preparation
  - Resume Resources
- **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. Access the enrollment information page for the Center for Community Learning and find the name of your “Faculty of Record” for the Food Studies course [here](http://www.uei.ucla.edu/communitylearning.htm). It is listed under Step 4, Item 2.

2. Create a FOOD ST 195CE contract course via MyUCLA by going to:
   - “Classes” tab → “Contract Courses” → “My Contract Courses” → “Submit a new contract”
   - *Note: Instructions provided by the Center for Community Learning must be followed EXACTLY in order for the contract to be approved.

   - *Note: You are NOT responsible for the faculty or department chair signatures. Please DO NOT contact the faculty of record or department chair. Questions can be directed to cclmeetings@college.ucla.edu

4. Schedule an in-take appointment with the Food Studies Graduate Student Instructor through MyUCLA during Weeks 8-10 of the quarter preceding the internship or Weeks 0-2 of the quarter when the student wishes to enroll.
   - To schedule an appointment with the FOOD ST 195CE Graduate Student Instructor login to MyUCLA “Academics” tab → “Advising and Academic Services” section → “Appointments” → “Create Appointment” → “195CE Intake”
   - If you have questions, contact the Center for Community Learning at (310) 825-7867 or via email (cclmeetings@college.ucla.edu).

5. Before your meeting, the Graduate Student Instructor will send you a Google form to help verify your eligibility and as a means to submit your signed FOOD ST 195CE contract and Letter of Agreement. Any contract revisions need to be submitted to the Graduate Student Instructor 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 Graduate Student Instructor.

6. Once the contract is approved by the Graduate Student Instructor, they will submit to the Food Studies Academic Counselor who will obtain faculty and chair signatures and enroll the student in FOOD ST 195CE.
   - If necessary, a student should petition with their academic counseling unit to exceed their study list units for the quarter.

7. 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](http://www.uei.ucla.edu/communitylearning.htm)