



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

1. Explore and seek potential internships at least one or two quarters before the term you intend to officially enroll in FOOD ST 195CE.
 - a. Use the [FOOD ST 195CE Capstone Information Guide](#) as a reference.
 - b. Be prepared to share a resume with possible sites. (For help with resumes, cover letters, or interview preparation, please consult the [UCLA Career Center](#).)
 - c. You can always consult with the Food Studies Academic Counselor or the Food Studies Graduate Student Instructor if you have questions or need help in your search for an internship.
2. Contact potential internship sites and apply, interview, etc.
3. Secure an internship that will allow you to work 8-10 hours per week for a minimum total of 80 hours during an academic quarter.
4. Create a 195CE Course Contract following steps listed on this [website](#) (step 4). Please follow the step-by-step guidelines.
 - a. The contract must be signed by your internship supervisor.
 - b. Petition your academic counseling unit to go over 19 units, if needed.
5. Request your internship supervisor's signature on the Letter of Agreement (available on step 6 of [website](#) to download.)
6. Schedule an intake appointment with the Food Studies Graduate Student Instructor during weeks 8-10 of the quarter preceding your internship or weeks 0-2 of the quarter when you want to enroll**.
 - a. Schedule an intake appointment via MyUCLA (Academics > Appointments)
 - b. For your intake appointment, please have the required information:
 - i. Name and location of your internship site
 - ii. Name and email address of your supervisor at the internship
 - iii. Description of internship duties from the organization (i.e. offer letter or position ad)
 - iv. Signed 195CE Contract AND Letter of Agreement by your Site Supervisor
7. Submit the signed FOOD ST 195CE contract to the Food Studies Graduate Student Instructor during your intake appointment.
 - a. The Food Studies Graduate Student Instructor will forward the signed FOOD ST 195CE contract to the Food Studies Academic Counselor for enrollment. The deadline for enrollment is Friday, Week 2.
8. Verify enrollment on your MyUCLA study list and Degree Audit Report by the end of Week 2 (or Week 3 if you turn in paperwork late).

**International students are asked to schedule intake appointments for Week 8-10 of the quarter preceding their internship course. Domestic students are asked to schedule intake appointments for Week 0-2 of the quarter in which they will be enrolled. All intake appointments must be completed by Wednesday of Week 2.

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