



### **Instructions**

- This example of a completed registration form has been created to help you visualize what a registration form should look like.
- As such, do not copy the content. The objectives, activities, and deliverables sections of your registration form should be drafted based on your internship goals and duties and include your and your work place mentor's own creativity.
- Complete this LFS 496 course registration by filling out all components and gathering all signatures, then email your form to the CSFS Academic Programs Manager (see contact below). You must complete this form before the registration deadline (ask your work place mentor or CSFS's Academic Programs Manager for the deadline date).

EXAMPLE ONLY



<b>Student Name</b>	Veronik Campbell	<b>UBC Student #</b>	X
<b>Faculty/Program</b>	Applied Biology, Land & Food Systems	<b>Email address</b>	Veronik.campbell@ubc.ca
<b>Start Date (dd/mm/yy)</b>	Jan 3 2018	<b>End Date (dd/mm/yy)</b>	April 25 2018

Select a term [choose one only] <sup>1</sup>	
	Winter Term 1 (September to December)
X	Winter Term 2 (January to April)
	Summer Term 1 & 2 (May to August)
Select number of credits [choose one only]	<b>This course is marked C/D/Fail as an unrestricted elective. If you need a final grade for the course, please indicate so in the box below and provide a justification.</b>
X	3
	6

<b>Internship Title</b>	Food Entrepreneur Intern
<b>Work Placement Site / Organization Name</b>	Feeding Growth
<b>Work Placement Supervisor Name</b>	Brian Sault
<b>Work Placement Supervisor contact: Phone/Email</b>	X / X
<b>Work Placement Learning Objectives</b>	<p>At the end of this internship, I will be able to:</p> <ul style="list-style-type: none"> <li>• Apply theories learned in my other applied biology courses in a hands-on way so that I refine by professional aptitudes (e.g., accounting, business development, financial analysis theories).</li> <li>• Use and reflect on my internship experiences to identify my strengths and areas of improvement in my professional skills.</li> <li>• Identify my areas of specialty in business and commerce, grow them, as well as ensure I can communicate these during future job interviews.</li> <li>• Increase my ability to appropriately draft résumé, answer interview questions, network with professional to facilitate career finding.</li> <li>• Demonstrate professional behavior such as: constructive communicating with colleagues, adequate resolving of conflict and</li> </ul>

<sup>1</sup> If you are planning on carrying out your internship from May to December with the same work placement site, you will have to fill out two registration forms: one for your Summer Term 1 & 2 (May to August) LFS 496 enrolment and one for your Winter Term 1 (September to December) LFS 496 enrolment.



	<p>problems, solving problems creatively, and collaborating with other teammates.</p> <ul style="list-style-type: none"> <li>• Through conversations and connections with participants of Feeding Growth Program, gain an understanding of the relationships between a supplier and a store and how price is determined.</li> <li>• Learn sustainable practices in food processing and how to market those values to consumers.</li> <li>• Further develop leadership skills through organization of events.</li> </ul>
<b>Work Placement Activities</b>	<ul style="list-style-type: none"> <li>• Assess financial standing of the Feeding Growth program to identify growth opportunities and risks.</li> <li>• Refine résumé and interview skills by asking feedback from my work placement supervisor.</li> <li>• Grow network by tracking connections via LinkedIn.</li> <li>• Assist with the bi-weekly delivery of the educational sessions, i.e., develop curriculum, prepare venue, communicate with participants, organize food catering, etc.</li> <li>• Assist in creating a supportive, engaging community of progressive, BC-based food processors through networking events that foster knowledge sharing, a listserv, and social media platforms (Instagram).</li> <li>• Engage BC residents to learn more about their local, progressive food industry using social media platforms and outreach materials.</li> <li>• Assist with the creation of the program evaluation.</li> </ul>
<b>Final Expected Outputs / Deliverables</b>	<ul style="list-style-type: none"> <li>• 5 well-attended and highly rated workshops.</li> <li>• A 3-year growth/development plan for Feeding Growth by assessing current financial situation, competitive and client landscape, as well as providing recommendations for change.</li> <li>• 1 Instagram post per week.</li> </ul>

<b>Student Signature</b>		<b>Date (dd/mm/yy)</b>	
<b>Undergraduate Advisor Signature<sup>2</sup></b>		<b>Date (dd/mm/yy)</b>	
<b>Work Placement Signature</b>		<b>Date (dd/mm/yy)</b>	
<b>Course Instructor Signature</b>		<b>Date (dd/mm/yy)</b>	

### Career Development Internships

- Three or six credits will be awarded for successful completion of LFS 496.
- The credit level of the course must be determined prior to the start of the course.

### Guidelines

- Participation in work placement responsibilities is required.
- Attendance at all workshops is required. For all other required learning activities, please consult the syllabus. Visit <http://ubcfarm.ubc.ca/students/internships/> for course material.

<sup>2</sup> Confirm with your undergraduate advisor if you are eligible to take the course C/D/F. If a final grade is required, please have your undergraduate advisor sign the form.



- The course instructor is responsible for final assessment of a successful course completion, in consultation with the work placement supervisor.

### **Student Responsibility / Instructions to Complete Form**

- Complete this LFS 496 course registration by filling out all components and gathering all signatures, then email your form to the CSFS Academic Programs Manager (see contact below). You must complete this form before the registration deadline (ask your work place mentor or CSFS's Academic Programs Manager for the deadline date).
- The objectives, activities, and deliverables sections of your registration form should be drafted based on your internship goals and duties yet include some of your and your work place mentor's creative ideas.
- Follow all work placement protocols and site use guidelines.
- If final outputs and deliverables include the completion of any reports, presentations, or any other creative documents, provide the work placement mentor with a final copy.

### **Assessment**

- Consult the course syllabus for the detailed marking scheme.

### **Contact:**

- Course Instructor - Hannah Wittman - (604) 822-1644 - hannah.wittman@ubc.ca
- Academic Programs Manager - Veronik Campbell - (604) 822-5092 - veronik.campbell@ubc.ca

EXAMPLE ONLY