

PART I

Learning Contract

FARM NAME:

INTERN NAME:

INTERNS:

What are your career goals?

Please list the ways you feel this internship will help you achieve the above goals.

Please list 3-5 specific things you would like to learn during this internship.

FARMERS:

What are your farm goals for this summer?

Please list the ways you feel this internship will help you achieve these goals.

List 3-5 specific farming/learning experiences you will make available to your intern on the farm, beyond the workshop offerings.

Farmers and interns together: Using the above information, on a separate sheet of paper, please list the specific activities that both parties agree to engage in over the course of the internship.

PART II

Mid-Term Evaluation

FARM NAME:

INTERN NAME:

INTERNS:

Please fill out the following information about your host farm. Wherever possible, it is helpful if you include specific comments.

1. Understanding the job: check the one that most closely applies
 - I clearly understand the tasks that are assigned to me and I feel confident seeking further clarification when I am confused
 - I don't always understand what I'm supposed to do, but I feel comfortable asking for further clarification
 - I generally understand the tasks that I'm supposed to do, but I'm not always comfortable asking for further clarification
 - I'm not always certain I know what's going on
 - I feel lost and I need help getting with the program
 - I feel lost, and I don't feel comfortable asking for guidance

Comments:

2. When I've done something incorrect on the farm...
 - my host farmer quickly corrects me and we move on
 - my host farmer doesn't say anything and let's me figure it out on my own. If I repeat the problem, then he or she will say something.
 - my host farmer sits down at the end of the day and reviews what should have been done differently
 - my host farmer has never told me if I'm doing something wrong
 - my host farmer gets angry with me

Comments:

3. How often do you and your host farmer talk about the big picture of what's

happening?

- We sit down every morning (or the night before) to talk about how things are going and what's happening
- We meet weekly to talk about the week's plans and what we'll be doing
- If there is something different happening on the farm, we talk about it. Otherwise, we pretty much just go about our daily chores
- I'm told what to do when things need doing, and other than that, I'm not certain I know what's happening on the big picture

Comments:

4. When I make a suggestion
 - I feel as though my host farmer listens carefully and tries to incorporate my ideas wherever practicable. He or she occasionally let's me try to do things my way.
 - My host farmer listens to my ideas, then carefully explains why such ideas won't work
 - My host farmer seems uncomfortable with my suggestions
 - I don't make any suggestions

5. Which activities listed in your learning contract have you accomplished thus far?

6. Which activities have you not yet had an opportunity to try?

7. What additional education/information can your host provide to help you feel more comfortable with your work?

8. What work have you enjoyed most on the farm? Why?

9. What work have you enjoyed least? Why?

FARMERS

1. Is your intern
 - highly dependable
 - fairly dependable
 - undependable

Comments:

2. Each morning when my intern shows up for work, I feel
 - ...as though he or she is happy to be here and likes the work.
 - ...as though he or she is willing to do the work necessary to complete the internship.
 - ...as though he or she is not very happy with the work, but is trying to hold up his/her end of our agreement
 - ...as though my intern is not happy with his or her work.
 - ...I'm surprised if my intern shows up.

Comments:

3. If I see my intern doing something wrong,
 - I feel comfortable correcting him or her
 - I feel like the intern would resent my correcting him or her

Comments:

4. How well does your intern interact with customers?
 - Very well
 - Just fine
 - He or she is not very comfortable with customer relations, but they're trying
 - I am not comfortable allowing the intern to interact with my customers (explain below)

Comments:

5. How well does your intern work with the farm animals?
- Very well
 - He or she has not had much experience, but they are trying hard
 - I feel the intern is not comfortable with the farm animals, for the reasons listed below

Comments:

6. What impresses you most about your intern?
7. What attributes need to be strengthened in order to finish out the season successfully?
8. If this intern were to start their own farm, what skill areas would need the most improvement? What are some ways that the two of you can work on these skills?
9. What are some ways you have seen the intern change or improve over the course of the season so far?
10. Which activities listed in the learning contract have you had an opportunity to complete thus far? Which activities still need to be addressed?

PART III Final Evaluation

FARM NAME:
INTERN NAME:

INTERNS:

1. For each of the following topics, rate your skills from 1-10 based on when you arrived, and then, rate your skills as they are currently, after completing your internship.

Skill	Arrival skill level (1-10)	Final skill level (1-10)
Pasture management		
Livestock handling		
Meat/culinary knowledge		
On-farm decision making		
Sales ability		
Farm business financial mgt		

2. Take a few minutes to review your learning contract. Based on what you and your farmer wrote, list the program goals that you were able to fulfill.
3. List any program goals, if any, that you feel were not fulfilled. Please state why you think these didn't happen.

4. Examine the learning experiences you and your farmer had planned to achieve in your learning contract. Please list all the experiences that were fulfilled.

5. Please list any learning experiences that weren't fulfilled, and state why you think they were not addressed.

6. What was your most valuable learning experience over the last few months?

7. Of all the workshops you attended, which were the most helpful? Least helpful? Why?

8. Reflecting on your daily work, which part of your job did you like the best? The least?

9. What were your farmer's strengths as an intern host and mentor?

10. List three ways you feel that your farmer might improve their farm program for next year's interns.

11. What did you like best about this program?

12. List three ways you feel the overall program could have been better.

13. If you were interviewing new candidates for next year, what are some characteristics you would insist the new applicants have?

14. What advice, if any, would you offer to next year's interns?

15. Please list any final comments you'd like to share

PART III

Final Evaluation

FARM NAME:

INTERN NAME:

FARMERS:

1. For each of the following topics, rate your intern's skills from 1-10 based on when he or she arrived, and then, rate their skills as they are currently, after completing the internship.

Skill	Arrival skill level (1-10)	Final skill level (1-10)
Pasture management		
Livestock handling		
Meat/culinary knowledge		
On-farm decision making		
Sales ability		
Farm business financial mgt		

2. Take a few minutes to review your learning contract. Based on what you and your intern wrote, list the program goals that you were able to fulfill.

3. List any program goals, if any, that you feel were not fulfilled. Please state why you think these didn't happen.

4. Examine the learning experiences you and your intern had planned to achieve in your learning contract. Please list all the experiences that were fulfilled.
5. Please list any learning experiences that weren't fulfilled, and state why you think they were not addressed.
6. What was your most valuable learning experience over the last few months?
7. Of all the workshops you attended, which were the most helpful? Least helpful? Why?
8. Reflecting on your daily work as a mentor, which part of your job did you like the best? The least?

9. What were your interns greatest strengths? Were you able to incorporate these into the operation of your farm? How?

10. What were your interns greatest weaknesses? How did you work at addressing these? What sort of success do you think you had?

11. List three ways you feel that you might improve your on-farm hosting program for next year's intern.

12. What did you like best about this program?

13. List three ways you feel the overall program could have been better.

9. What were your interns greatest strengths? Were you able to incorporate these into the operation of your farm? How?

10. What were your interns greatest weaknesses? How did you work at addressing these? What sort of success do you think you had?

11. List three ways you feel that you might improve your on-farm hosting program for next year's intern.

12. What did you like best about this program?

13. List three ways you feel the overall program could have been better.

14. If you were interviewing new candidates for next year, what are some characteristics you would insist the new applicants have?

15. What advice, if any, would you offer to future farmers who might be considering joining the program?

16. Please list any final comments you'd like to share

- Evaluation Package

This evaluation package contains three components:

1. the intern and host farm learning contract
2. the mid-term intern and farmer evaluation (to be shared with each other)
3. the final intern and farmer evaluation (to be kept confidential, unless you agree to share)

Please sit down together and fill out part I within the first two weeks of the intern's arrival. Keep a copy for your records, and submit a copy to Shannon Hayes (1314 West Fulton Road, Warnerville, NY 12187).

Please arrange for a mid-term meeting where you will share with each other your responses to part II. Post-mark a copy to Shannon no later than July 7th.

Please complete your final evaluations, part III, **separately**, and mail them to me. Copies of these sheets should be post-marked to Shannon no later than August 20th.

Interns will gather for a confidential oral evaluation meeting with Shannon on Monday, August 14th, from 6-8pm. Farmers will gather for their oral evaluation meeting on Monday, September 11th. ***Be sure to mark your calendars.***

Good luck with your season!!!