**SFBS Internship Criteria and Host Questionnaire**

**Section I: General Internship Information**

Name of Organization:

Contact Person:

Address:

Phone:

Email:

Fax:

Purpose/Mission of Organization:

Internship Project Description (in a nutshell – what will interns be doing at your site):

Two-Line “Catchy” Description: (This is the first exposure potential interns will have with your organization/program. Think of a two-line description that would make them want to “click” for more information. )

Keywords: (What are five key-words that a prospective intern might use to search for an internship experience such as the one you are offering?)

**Section II: Intern Duties/Qualifications**

Intern Duties: (This is the job description and the place to sell the internship to prospective interns. Be sure to emphasize responsibilities and opportunities and include a job title if appropriate.)

Required Qualifications (Please check all those that apply):

* Must be able to lift 50 lbs.
* Must have personal vehicle
* Must have personal cell phone
* Must have work boots
* Need personal laptop/computer
* Other personal equipment needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Smoking/Non-smoking
* Other:

Preferred Qualifications (Please check all those that apply):

* Public speaking
* Good written communications skills
* Good oral communications skills
* Business/entrepreneurial skill
* Computer/technology skill
* Ag production skills
* Construction skill
* Writing/Editing skill
* Community Organizing skill
* Youth and/or Adult Education skill
* Fundraising/grant-writing skill
* Leadership skill
* Other:

**Section III: Internship Logistics**

Number of interns desired. Indicate how many interns per year you would like to host and if you prefer to host one at a time or more.

Timing of Internship: (What is the optimal time of year for internship? Would it be best for the intern to complete the internship in one continuous time period or through various separate visits throughout the year?)

Compensation/Benefits Associated with Internship:

* Housing
* Meals
* Stipend
* Other?

Internship Site Rules:

**Section IV: Details of Internship at this Site**

What projects/types of projects could an intern work on?

List activities that an intern could take part in.

What are your goals related to hosting an intern?

What do you need from SFBS/MSU to successfully host an intern?

**Section V: Matching Interns with Host Sites**

How much involvement do you want in the matching process:

* 1. Very Little. Let me know who is a good fit.
	2. Some. I would like to interview a narrowed pool of prospective interns.
	3. Complete involvement. I would like to peruse through the entire list of prospective interns.

Is there anything else you can think of that you would need from SFBS/MSU in order to be matched with an intern?

What are your training needs in hosting an intern?

Would you be willing to come to MSU for a fall open house specifically for SFBS prospective interns and internship site hosts?

Would you be willing to travel/take part in the MSU Local Food Bazaar? (typically in February).

**Section VI: Pre/Post Internship Communication**

Are you interested in having regular communication with your intern prior to internship?

How can SFBS help to best facilitate optimal communication between intern and host?

Are you willing to participate in pre/post internship evaluations/surveys? (To be generated by the SFBS program for the purposes of evaluating the value of the internship component of the program).