

**DEPARTMENT OF FOOD SCIENCE, RUTGERS
EXPERIENCE-BASED EDUCATION (EBE) LEARNING CONTRACT FORM**

All students must visit with their academic adviser prior to registering for EBE credits.

Prerequisites: Academic advisers may require students to complete appropriate training with respect to lab safety procedures and/or REHS lab safety training.

Learning Goals: Students must work with their academic adviser and list 3 learning goals for this course.

Grading & Assessment: Assessment plan for performance evaluation should be outlined in the learning contract. At the end of the semester, the student will be evaluated by their academic adviser and grade will be given to the student for the credits completed.

Students will be graded on their participation and performance. Students must provide an assessment of their internship/research/work experience to their academic adviser.

Students must complete at least 120-130 hours of total work; equivalent to a 3-credit course covering a 14-week semester.

ALL STUDENTS MUST COMPLETE EBE LEARNING CONTRACT FORM WITH THEIR ACADEMIC ADVISER.

Research-based Learning: 11:400:493

- Students work with a faculty at Rutgers
- Documentation may be submitted in a format approved by the supervising faculty.

Internship-based Learning: 11:400:494

- Section-1 MUST be completed in Canvas before registering for the course.
- It is the student's responsibility to make sure that their supervisor is aware that the work experience/internship is used for educational credits and the supervisor needs to sign Section-3 of the EBE contract form.

There are 4 sections to be completed in the EBE Contract form:

<p>Section -1: General Information & Learning Goals <i>Students must enter the required information in this section directly in Canvas site for the course</i></p>	
<p>1. Student information 2. Course information 3. Employer/faculty information 4. Summary of the work student will be engaged in 5. Learning Goals</p>	<ul style="list-style-type: none"> • Student must complete this section before registering for EBE credits • Learning goals: to be completed with the help of academic adviser
<p>Section- 2: Documentation of EBE experience <i>Students must upload the documents in this section in Canvas site for the course</i></p>	
<p>1. Lab reports/ details of experiments or analyses conducted/ other documentation of work performed 2. How the learning goals were achieved 3. Summary of the EBE experience</p>	<ul style="list-style-type: none"> • Students must put together a document in an organized manner with all the required information towards the end of the semester • For Internship-based Learning 11:400:494, students must also provide document/email showing start date and end date with the employer • All these documents must be uploaded in Canvas site for the course
<p>Section-3: Review of student performance for Experience-based Education <i>Students must take a print-out of this section, fill in the required information and upload in Canvas site for the course</i></p>	
<ul style="list-style-type: none"> • The student’s immediate supervisor must complete a performance evaluation for the student by the end of the semester • Name, signature & points need to be filled in by the immediate supervisor • Student must upload completed form in Canvas 	
<p>Section- 4: Checklist & Grade for EBE <i>Students must take a print-out of this section, fill in the required information and upload in Canvas site for the course</i></p>	
<ul style="list-style-type: none"> • Students must obtain their course grade and signature from Supervisor and/or academic adviser • Upload the completed contract form in Canvas 	

Section -1: General Information & Learning Goals

1. Name of Student: _____ Class of: _____
2. Name of Academic Adviser: _____
3. RUID of student: _____ Sem/Year of EBE: _____
4. Student email: _____
5. Student phone number: _____
6. EBE Supervisor Name: _____
7. EBE Supervisor Job title/position: _____
8. EBE Supervisor Organization & Address: _____
9. EBE Supervisor Contact information (phone): _____
10. Project Supervisor Contact information (Email): _____
11. EBE learning: Start Date: _____ End Date: _____
12. Summary of work the student will be engaged in: _____
13. Learning Goals: By the end of this course, the student will be able to:
1. _____
 2. _____
 3. _____
14. At the end of the course, the student will: *(Please check one or more)*:
- Submit a report Give an oral presentation Give a poster presentation

Other: _____

Section- 2: Documentation of EBE experience

Upload all documents pertaining to your EBE in Canvas. Documents include:

1. A one-page write-up on how the 3 learning goals were achieved (100 words minimum per goal). If your goals were modified during your experience, describe them here. Follow the format here:

- Learning goal #1:
 - How did you achieve the learning goal?
- Learning goal #2:
 - How did you achieve the learning goal?
- Learning goal #3:
 - How did you achieve the learning goal?

2. Lab reports/ details of analyses or experiments/ other documentation of work performed; this is a technical document. Use the following format: (*Students registered for 11:400:493 may follow the format of the faculty supervising the research experience*).

- Title
- Introduction
- Objectives
- Methods used
- Observations & Results
- Discussion
 - What you learned
- Conclusion
 - How the objectives were met with

3. A one-page write-up on summary of EBE experience (250-300 words)

4. Students registered for Internship-based Learning 11:400:494 must submit document/email confirmation of start date & end date from their employer.

Section 3: Review of student performance for Experience-based Education

The Department of Food Science, Rutgers, must maintain a record of performance of FS major students in their Experience-based Education (EBE) course. This form needs to be filled by the personnel who has directly supervised the students' work & performance. 80% of the course grade consists of the students' documentation of learning experience and evaluation.

<p>I thank for your time and inputs in advance and please do not hesitate to contact me in this regard.</p> <p><i>Chitra Ponnusamy</i> Rutgers Food Science Undergraduate Program Director Room #203, Rutgers University 65 Dudley Road, New Brunswick, NJ 08901 Phone: 848-932-5452 Email: Chitra.ponnusamy@rutgers.edu</p>	<p style="text-align: center;">EBE Grading Rubric</p> <table><tr><td>Planning of EBE, Registrations & Submissions:</td><td style="text-align: right;">10%</td></tr><tr><td>Establishing learning goals:</td><td style="text-align: right;">10%</td></tr><tr><td>Documentation of learning experience:</td><td style="text-align: right;">50%</td></tr><tr><td>Performance Evaluation Rubric:</td><td style="text-align: right;">30%</td></tr></table>	Planning of EBE, Registrations & Submissions:	10%	Establishing learning goals:	10%	Documentation of learning experience:	50%	Performance Evaluation Rubric:	30%
Planning of EBE, Registrations & Submissions:	10%								
Establishing learning goals:	10%								
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Performance Evaluation Rubric:	30%								

The following evaluation form (points) is to be filled by the Supervisor of the student

Evaluation Rubric							
Criteria for Evaluation	Needs improvement		Good- Meets expectations		Excellent		Student score/ letter grade
	1 (D)	2 (C)	3 (C+)	4 (B)	5 (B+)	6 (A)	
Technical abilities	Showed little interest to learn new techniques on the job		Worked very hard to learn new techniques		Showed good ability to learn new techniques in a thorough manner		
Problem-solving skills and abilities	<ul style="list-style-type: none"> • Asked very few questions • unable to understand work-related projects • unable to recognize and learn from mistakes 		<ul style="list-style-type: none"> • Asked relevant questions • Sincerely attempted to learn concepts, work-related projects • Expressed willingness to take responsibility to accept and learn from mistakes 		<ul style="list-style-type: none"> • Consistently asked questions • Very quickly understood concepts, work-related projects • Made very few mistakes 		
Ability to learn at work	<ul style="list-style-type: none"> • Careless work • Assignments delayed • Made too many mistakes/errors on the job 		<ul style="list-style-type: none"> • Work was satisfactory • Assignments on time • Occasional errors 		<ul style="list-style-type: none"> • Excelled in work • All assignments on time • None to very few errors 		
Proven ability to work in a team (N/A= no points)	Most often- not a team player OR N/A		A good team player OR N/A		Went above and beyond to support the team OR N/A		
Attendance & Punctuality	Too many absences and lateness's to work		Very few absences and lateness to work		Never absent and never late to work		

Name of supervisor: -----

Signature of supervisor: -----

Date: -----

Section- 4: Check-list & Grade for EBE

(To be completed and signed by the student and academic adviser at the end of the semester).

1. The student has met with the requirement(s) of the 3 learning goals:
2. Total number of hours completed or hours per week:
3. Number of credits earned:
4. Grade:

Signature of academic adviser

Date

I have uploaded all necessary documents for EBE in Canvas site. All the sections of EBE contract form has been completed and I will be submitting my contract in Canvas in order to get the final course grade.

Signature of student

Date