

**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: EBE Grading Rubric

Planning of EBE, Registrations & Submissions:	10%
Establishing learning goals:	10%
Performance Evaluation Rubric:	30%
Documentation of learning experience:	50%

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.

Students must provide all documents of their internship/research/experience to their academic adviser. There are 4 sections to be completed in the EBE Contract form:

Section -1: General Information & Learning Goals	
1. Student information 2. Course information 3. Employer/faculty information 4. Summary of the work student will be engaged in 5. Learning Goals	<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

When will a student register for EBE courses?

EBE courses are not classroom-based courses. They do not get filled up. Students registering for EBE course in a particular semester must:

- First work with their academic adviser/supervisor to draft the learning goals of the project
- If your supervisor is different from FS academic adviser, you MUST inform your academic adviser about your project and confirm the learning goals.
- Once the FS academic adviser agrees to the project, request for SPN: <https://forms.office.com/r/yCRGNfxF0H>

Students generally register for EBE courses at the start of the semester; registration must be done before the “Add/Drop” date for that semester.

Section- 2: Documentation of EBE experience

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

- 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

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

Students must take a print-out of this section, fill in the required information and upload in the Canvas course site.

- 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

Section- 4: Checklist & Grade for EBE

- Students must obtain their course grade and signature from Supervisor and/or academic adviser

What if a student is unable to complete the EBE documentation by the end of the semester they are registered in?

- Student(s) shall receive an Incomplete grade (TZ) for the EBE course(s).

- Canvas site for EBE courses will be open after the semester ends.
- When students submit their contract form late, they must email Dr. P, so their grades can be changed.
- Be advised that students cannot go beyond the next semester to submit their 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. EBE 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

Submit/upload your answers in Canvas site.

1. A one-page write-up on how the 3 learning goals were achieved (single-spaced, 11-point Times New Roman font, 1” margin all sides, 350-500 words). 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:

- 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 (single-spaced, 11-point Times New Roman font, 1” margin all sides, 350-500 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>Performance Evaluation Rubric:</td><td style="text-align: right;">30%</td></tr><tr><td>Documentation of learning experience:</td><td style="text-align: right;">50%</td></tr></table>	Planning of EBE, Registrations & Submissions:	10%	Establishing learning goals:	10%	Performance Evaluation Rubric:	30%	Documentation of learning experience:	50%
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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: Checklist & 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: Yes or No
- 2. Total number of hours completed or hours per week:
- 3. Number of credits earned:
- 4. Grade for the EBE course:

Signature of academic adviser

Date

I have uploaded all necessary documents for EBE in Canvas course site.

Signature of student

Date