**Economics 497 – Internship**

**Internship Course Requirements and Procedures**

**Purpose** – The purpose of this course is to enhance the scholastic and marketable skills of our students by combining academic assignments with work experience in a local business/government enterprise. The ultimate goal here is to put our students in the best position possible to achieve their overall career goals.

**Eligibility** – Students seeking a major or minor in Economics are eligible to take this course provided the following requirements are met:
- You should have completed at least 75 hours of study toward your bachelor’s degree.
- You must have an overall GPA of 2.8 or higher.
- You must have completed at least nine hours of Economics courses.
- You must have successfully completed at least one course in statistical methods.
- You must have been accepted by the company or organization providing the internship.
- You must be approved by the Internship Director in the Department of Economics prior to enrollment in the course.

**Credit** – This course is an academic internship course, which means that there will be assignments that are required in addition to work performed at an organization during the semester. Academic credit may be from 1 to 6 hours; however, the usual one-semester credit is 3 hours. It is expected that the student’s work assignment for 3 hours of credit during any semester will be between 15 and 20 hours per week. All paperwork for enrollment in the course must be completed before the end of the first week of the semester in which the internship occurs.

1. The business/government entity and contact person/supervisor must be fully informed of the student’s academic requirements for the course. The contact person must submit signed copies agreeing to the terms of the internship.
2. An accurate report of projects and job assignments must be reported in a journal or log, submitted to the internship director every week of the internship during the semester.
3. Two typed, double-spaced term papers of at least 10 pages each are required. Topics need to be approved by the Internship Director. If the topic is large enough for one 20-page paper, this may be allowed with permission of the Internship Director.
4. There will be two evaluations of job performance by the on-site intern supervisor; one mid-term and one at the end of the semester.

**On-Site** – Selection, acceptance, rejection and dismissal rights are the prerogative of the entity that offers the internship. The University reserves the right to grant or refuse credit in the case of dismissal or premature termination of employment

1. The on-site intern supervisor shall provide to the Internship Director and student a written description of the function and duties the intern is expected to perform during the enrollment period.
2. The on-site intern supervisor shall provide to the Internship Director and student a written copy of the rules, regulations, policies and procedures to which the intern will adhere.
3. The on-site intern supervisor will evaluate the performance of the student at mid-semester and at the end of the semester. Forms will be provided by the Internship Director and must be returned to the director in a timely fashion.

**Course Grade** – The final grade for the course will be assessed based upon the following:

1. Log of work performed – 25%
2. Company Evaluations – 35%
3. Term Papers – 40% total

**Program Administration** – The Department of Economics, through its designated Internship Director, will administer this course in accordance with all applicable rules and regulations. All questions and comments should be directed to the Internship Director.