

DEPARTMENT OF ECONOMICS INTERNSHIP PROGRAM

Internship Requirements

Once enrolled, the requirements for the course must be met by the end of the final exam period for the relevant semester. The requirements for this stage are as follows.

1. Student must work at least 10 hours per week for 15 weeks for a total of 150 minimum hours over the course of the semester (fall or spring). For summer, the minimum total hours worked would be 10 x 10 weeks = 100 hours
2. The student must submit a 3–4-page paper to the faculty internship program sponsor in the Department of Economics. The deadline for submitting the paper is **the last day of classes**. The paper should include a description of all projects assigned to the student during the internship. The paper should include a description of all projects assigned to you during your internship. You should do your best to write up a formal report of the work you performed (including data analysis, results, interpretation, and discussion of how results were used in decision-making). Be sure to explain what you learned, how the work you performed was used by your employer, and how you might take skills learned in your internship to your next job.

The paper must be single-spaced with 10-12 point font and standard margins. In addition to the paper, there should be a cover sheet with your name, the semester of the internship (Fall/Spring/Summer 20xx), and the company name. The paper will be graded on content as well as grammar and composition. (Note: the paper will not be seen by the employer)

3. At the end of the semester, the employer must submit a completed evaluation to the faculty internship sponsor **via email** (a blank form can be obtained from the faculty sponsor).

The student will be assigned a letter grade for the course only after all of the above requirements have been met. The grade will be based on the quality of the student paper and the evaluation from the employer.

LEARNING OUTCOMES:

- Students will develop greater clarity about their career goals.
- Students will develop workplace competencies and develop new or advanced skills.
- Students will be able to determine their strengths and areas that need improvement.
- Students will develop or enhance their interpersonal skills.