NOTE TO STUDENT: Before proceeding, please read all directions. You are responsible for following all directions as outlined. Minimum 2.5 GPA is required. *Note: Internship Agreements MUST be completed in their entirety.

Process for Completing Internship Agreement:

1. Meet with your instructor to review internship requirements, your academic standing and program, and potential internship opportunities. Discuss the possible internship and plan the experience in terms of learning outcomes, responsibilities and assessments.

2. Meet with the off-campus supervisor to determine the nature of the internship and to complete the necessary information related to the internship site. Secure her/his signature on the agreement (via fax or email if necessary) in addition to obtaining an official letter of offer. This is from the company where the student is going to intern and is necessary before any other paperwork can be finalized.

3. Offer letters must consist of the following: a. Written on official company letterhead. b. Signed by the on-site supervisor or other appropriate company official. c. States the number of hours the student will be expected to complete (minimum 50 hours at internship site per one credit hour for course credit) d. States whether the position is paid or unpaid. e. Includes the address where the student will be working. f. Indicates internship start and end dates. g. Lists the responsibilities that the student will be assigned.

4. Meet with your instructor to discuss the final agreement and secure the instructor’s signature.

5. Student must submit one copy of the completed agreement to the course instructor and one copy to the Department of Economics (Bryan 462) in order to receive authorization for adding the course. Make sure to keep a copy for yourself! DEADLINE IS THE LAST DATE OF THE DROP/ADD PERIOD!
ECO 426 Internship: Experiential Learning in Economics

INTERNSHIP AGREEMENT

Internship Term: Fall _____ Spring _____ Summer _____ Course credit hours _______

Please fill in the following information legibly! Please print and double check your information:
I ______________ (please print legibly) have read the ECO 426 Syllabus. I understand all the policies therein pertaining to student conduct, attendance, assignments, late assignments, and the performance level that is expected of me in this course. Furthermore, I agree to abide by the UNCG Student Honor Code as put forth by the University in completing all assignments and maintaining accurate attendance records. I further understand that this course will be subject to an additional student fee for the Professional and General Liability Insurance for University Student Internships, Practicums & Student Teachers.

__________________________________________
Student Signature

__________________________________________
Date

__________________________________________
UNCG ID number

Internship

Number of Internship Work Hours to be completed ________ (minimum 50 for 1 credit)

Starting date of internship ______________ Ending date of internship ______________

Name of Agency/Organization __________________________ Address of Internship Site __________________________

Telephone __________________ Website __________________

Internship Position Title __________________________

Off-Campus Supervisor

Name/Title of Off-Campus Supervisor __________________________ Phone ______________ E-Mail address: __________________________

*Intern’s activities/responsibilities during the internship: Attach Official Offer Letter and position posting announcement/job description.

How did you learn of this position? __________________________

Courses, skills and related experiences that prepare you for this internship (attach additional page if needed):

________________________________________________________________________________________

How does this position relate to the course Learning Outcomes (attach additional page if needed):

________________________________________________________________________________________

Required assessments: Off-Campus Supervisor’s evaluation, instructor’s evaluation, self-evaluation, reflection paper

Describe additional assessments: (journal, paper, project, portfolio, etc.) __________________________

Required Signatures:

__________________________________________
Off-Campus Supervisor Print Sign Date

By signing above, I, the supervisor, understand I will be contacted by the instructor to confirm the internship and agree to notify the instructor should the internship be terminated early for any reason. I further agree to complete an evaluation of the intern’s performance at the end of their internship.

__________________________________________
Instructor Print Sign Date