Economics Internship Guidelines

Internships offer the opportunity to supplement classroom theory with practical knowledge gained from a monitored, field-based learning experience in a professional setting. Internships can range from a general career exploratory experience to a pre-professional level experience related to the student's field of study. Students are encouraged to report any internship experience to the department even when not taken for course credit.

ECO 426 Internship: Economic Experiential Learning

- Students may register for ECO 426 for 1-3 program elective credit hours. The course may be repeated, with approval, for up to a total of 6 semester hours of elective credit.
- Students are required to work a minimum of 50 hours at the internship site per one credit hour earned for the course.
- Qualified students may participate in an internship during the fall, spring or summer terms.
- Course enrollment is by permission of the instructor.
- Internships for elective credit are not allowed for freshmen students. The student’s transcript of ECO courses should demonstrate a sufficient level of preparation for an internship.
- Students interested in attaining an experiential learning internship must be in good academic standing (cumulative grade point average of 2.5 or higher).
- Internships for elective credit must directly address the course’s student learning outcomes.
- Most internships are unpaid; transportation costs and expenses of a personal nature are borne by the student.
- Students enrolled in an internship course may be subject to additional student fees for Professional and General Liability Insurance.

Setting up the Internship - Early planning is essential. It may take a student a week to find an appropriate internship placement or it could take a year.

1. It is the student’s responsibility to explore internship possibilities.

- Visit Bryan School Student Services (Bryan 301) to discuss internship sites, resumes, interviewing and contacting organizations. Again, plan ahead and make an appointment early. Appointments are subject to the availability of Bryan School Student Services personnel.
- Students may also visit other links and resources online, talk to faculty and upperclassmen, or family and friends to assist with finding an internship.
2. Meet with your instructor early to discuss potential internship opportunities. A student should not contact any off-campus agency or supervisor until he/she has met with the instructor and has received tentative approval of the proposed internship.

3. After receiving tentative instructor approval, the student is responsible for contacting the agency/business regarding the internship.

4. The student must complete their internship agreement, secure all required signatures and submit one copy of the completed agreement to the Department of Economics (462 Bryan) and one copy to their instructor by the final day of Drop/Add.

   • *Students who do not complete and submit the agreement form prior to the deadlines stated in the catalog may not receive academic credit for the internship.*

**Evaluation of the Internship** - An internship is much like an extended job interview. Your professionalism, ability and skill will be continually assessed by your employer. The completion of a successful internship could lead to a permanent job placement or recommendation for future employment.

The instructor is responsible for the evaluation of the internship experience. The instructor evaluates the student’s written work (written work might include a paper, journals, posters, exhibits, etc.) and the on-site supervisor’s evaluation of the intern’s work. Also, the intern will fill out an evaluation of their experience of the internship. The instructor assigns the student’s grade.