ECO 426
INTERNSHIP: ECONOMIC EXPERIENTIAL LEARNING
SPRING 2019 COURSE SYLLABUS

CREDITS: 1-3 credit hours dependent on internship work hours

PREREQUISITES / COREQUISITES: Cumulative GPA of 2.5 or higher, Permission of instructor

FOR WHOM PLANNED: Upper level undergraduates

CONTACT INFORMATION:
Coordinator: Jeremy Bray  Department: Economics
Office: Bryan 462D  Office: Bryan 462
Phone: 1 (336) 334-5463  Phone: 1 (336) 334-5463
Email: jwbray@uncg.edu  Email: economics@uncg.edu

BULLETIN DESCRIPTION: Campus monitored, supervised internship experiences in business, government offices, or not-for-profit organizations that involve the application of economic analysis and methods and the development of professional skills in the field of study. Internships may be either paid or voluntary. Prerequisite: Cumulative GPA of 2.5 or higher and permission of the instructor

STUDENT LEARNING OUTCOMES: Upon successful completion of this course students will be able to:
   i. Identify the scope of jobs available within the field of economics and distinguish opportunities appropriate for economics internship placement and preparatory to a career in economics
   ii. Employ economic reasoning, analysis, and methods by means of pre-professional experience and on-the-job training
   iii. Demonstrate the understanding of these principles as they apply to the goals and issues facing an organization.
   iv. Critically evaluate the use of economic analysis and methods in the organization and their limitations.

TEACHING METHODS AND ASSIGNMENTS FOR ACHIEVING LEARNING OUTCOMES:
   i. Students will be responsible for researching opportunities and attaining their own internship position. A completed and signed Internship Agreement must be submitted in advance of course registration and must include the employer’s job description documenting the proposed internship experience and how that experience will contribute to the learning outcomes.
   ii. Assignments for the development of professional skills and career preparation including resume and cover letter.
   iii. Written papers that both describe the student’s experience with use of economic reasoning and methods by the organization and critical evaluation of their effectiveness.
   iv. Communication with, and feedback from, the instructor face-to-face, by telephone, or electronically.
   v. Receiving guidance and evaluation from on-site supervisor.

COURSE REQUIREMENTS:
   • Enrollment in ECO 426 for 1-3 credit hours, course may be repeated for up to 6 credit hours total
   • Placement in an approved off-campus position. The work experience must be in the field of economics.
   • A minimum of 50 hours must be worked per 1 hour of course credit
   • An internship agreement must be completed and signed by all requisite parties prior to the term drop/add deadline. Hours worked will not be counted until the completed agreement is returned: one copy must be delivered to your instructor, one copy should be delivered to the Department (Bryan 462), and for your records, retain one copy for yourself!
   • A journal of work experiences and time sheets must be completed, and turned in every two weeks.
   • Each student must submit a work schedule at the beginning of the internship.
• Completion of all written assignments including a resume, cover letter, reflection paper and final evaluation of the internship experience

POLICIES AND PROCEDURES:
• Each semester hour credit requires a minimum of 50 hours on the job work hours. No course credit will be given until all work hours are completed. Failure to complete all work hours will result in a grade of F for the course.
• Students are expected to work throughout the term of the internship position. Should it become necessary to terminate the internship early, a minimum two-week notice should be given to the supervisor when terminating employment. Students are to maintain employment with the same employer, unless the instructor has approved a move to another employer prior to the change.
• Each student is to be evaluated by one or more of the company supervisors.
• Communications between the advisor and the student are vital. Notify the instructor immediately if a problem should develop or if you are out of work for any reason.
• Students should conduct themselves in a professional, ethical manner representative of the Bryan School of Business and Economics. Carry out your training in a professional manner that will reflect credit upon yourself, the company and the university.
• If you must be absent from work, inform your employer and the instructor as soon as possible. Do not take unnecessary time off from work.
• Dishonesty or disrespect on your part will result in immediate dismissal from the internship, and a failure in this course.
• Dress appropriately for work. Conform to the rules and regulations of the company.

EVALUATION AND GRADING: Students’ progress will be monitored by personal interviews, telephone and email. When the student has completed the majority of the hours, the intern’s on-site supervisor will complete an evaluation. Students will be evaluated on their ability to meet the course objectives based on their fulfillment of the following course requirements:
  - Completion of required hours: 25%
  - Resume, cover letter, and other assignments 25%
  - Supervisor Evaluation 25%
  - Reflection Paper 25%

REQUIRED TEXTS/READINGS/REFERENCES: This course does not require an assigned textbook. Supplemental reading materials or articles may be assigned in exercises related to your internship experience. Use full citations. Bibliographies should be current. Briefly justify the use of items published more than five years ago.

ASSIGNMENTS/CALENDAR: All assignments and due dates will be available to view through Canvas. DUE DATES ARE TO BE STRICTLY FOLLOWED: There are no late assignments allowed! Your assignment must be uploaded to Canvas by the submission deadline. No assignments arriving after this time will be accepted for credit. If an assignment is not turned in by the due date, the grade will be recorded as zero. Students are still required to hand in the missed assignment to pass this class.

Journal - Keep a small pocket notebook with you at all times to jot down what you have done throughout the day. Record your activities each evening in a journal so that you will have a lasting record of what you have learned. If you wait and try to write it down at a later date, you are cheating yourself. Your journal entries must be typed and submitted every two weeks with your timesheet.

Time sheets – The University requires that intern students file an exact record of the hours worked on the job site. Therefore, interns must fill in a weekly time sheet that shows exact hours worked. This includes when lunch was taken, when you left early, if you took the day off, etc. Your supervisor must sign the weekly time sheet for the hours to be counted toward your internship credit. You may substitute a copy of your company’s time sheet provided that your supervisor has signed it.
Assignments – Students will be required to submit a complete resume and cover letter. It is highly advised to meet with Bryan School Student Services to receive guidance in developing these documents and highlighting skill strengths. Please plan ahead and make appointments as appropriate. Appointments are subject to the availability of Bryan School Student Services personnel. When necessary, feedback will be provided by the instructor and a final draft of the resume and cover letter will be required to include the internship experience and demonstrate your professional growth. Other assignments for this course may include an interim reflection paper and interview with professionals at your site of employment.

Papers – Students will be required to write a final reflection paper about the internship experience. The paper should include a self-evaluation of what you gained through the experience, what challenges were faced, identify experiences or coursework that helped you prepare for the duties performed in this position. Describe your internship experience with the use of economic reasoning and methods by the organization and critically evaluate their effectiveness and limitations. Your paper should be a minimum of three pages, double spaced. Maximum font size should be 12.0.

ACADEMIC INTEGRITY POLICY: Each student is required to sign the Academic Integrity Policy on all major work submitted for the course. Refer to the following URL: http://sa.uncg.edu/handbook/academic-integrity-policy/

In addition, the Bryan School Faculty Assembly and the Bryan School Student Advisory Council have adopted a set of Faculty and Student Guidelines that defines expected behavior for both faculty and student. For more information about these Guidelines consult: http://bae.uncg.edu/students-resources/

ATTENDANCE POLICY: Attendance in meetings with faculty is mandatory. Completion of on-site hours is required and demonstrated through timesheet and journal submissions. Completion of hours will additionally be assessed in your supervisor’s evaluation of your internship performance.

FINAL EXAMINATION: No final examination will be required for this course.