ECONOMICS 299: UNDERGRADUATE INTERNSHIP

Internship credit is available only for declared Economics Concentrators with permission of an Economics Concentration Advisor

Economics 299 allows economics concentrators to receive credit (1 credit only) for a full-time internship of at least 8 weeks or equivalent (at least 320 hours) in part-time work in an approved job or internship position that enriches the student’s academic experience and/or allows the student to explore careers related to his/her academic studies. Students enroll for ECON 299 during a term after the required hours in this job or internship have been successfully completed. To receive the credit, students must obtain approval for the proposed job or internship experience from an economics concentration advisor and must submit a letter on company letterhead from the job or internship supervisor confirming the satisfactory completion of the work described in the internship application.

Economics 299 MAY NOT be used to satisfy economics elective credits for an economics concentration. Internship credit is offered mandatory credit/no credit.

It is recommended that students obtain the advisor approval PRIOR to beginning work at the job or internship.

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Term student will elect ECON 299:

Name: ____________________________
ID#: ______________________________
Address: __________________________
Phone: ____________________________
Email: ____________________________

Company: __________________________
Address: __________________________

Supervisor: _________________________
Phone: ____________________________

Position: __________________________
Begin and end dates of internship: __________________________
Hours worked (or to be worked) per week: __________________________
Total number of hours worked (or to be worked):

Expected days and hours per week and number of weeks:

Begin and end dates of internship:

Duties to be performed:

Explain how this internship will enrich your academic experience and/or allow you to explore careers related to your academic studies. Use extra paper if needed.

Economics Advisor
Signature: ___________________________ Date: ____________
Additional Instructions

- After completing this form, go online to schedule an appointment with an Economics concentration advisor and bring the form to the appointment.
- Bring the signed internship application form to the Economics Undergraduate Office (238 Lorch Hall) to obtain permission to elect ECON 299.
- Register for ECON 299.
- Obtain a letter (on the employer’s company letterhead) signed by your supervisor confirming satisfactory completion of the internship, the dates of employment, and the total hours worked.
- To receive credit, submit the letter to the Economics Undergraduate Office before the end of the term in which ECON 299 is elected.