Faculty of Record:
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Master of Science in Economics Program
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Course Description and Prerequisites

Financial Economics Internship (1-6 semester hours) the student gains experience and improves skills through appropriate developmental work assignments in a real business environment. Students must discuss specific learning objectives with the internship coordinator at the beginning of the semester and receive approval of their plans in order to register. The internship must be related to economics, preferably in the financial services industry, and suitable for a master's degree level. At semester end, each student prepares a written paper reflecting on the work experience. Student performance is evaluated by the Faculty of Record and the departmental Internship Coordinator. Internships are graded S/U. There are no specific course prerequisites; however students must have been enrolled on a full-time basis for at least one full academic year (i.e. two long semesters, fall and spring) at Texas A&M University. This should include 12 hours from the core classes of the MS in Economics degree.

Registration and Establishing Learning Goals for the Internship

The student should use the internship opportunity to help them develop into an individual who can make an immediate and substantial contribution to the success of a business, financial services firm, or other institution upon their graduation. To help accomplish this, students need to make an effort to acquire a high-level managerial perspective on the operations and strategies of their employer through either involvement or observation. We ask that you discuss with your immediate supervisor three specific goals and objectives for the period of time you will be working with them using the form that is the last page of this syllabus. Please ask your site supervisor at the company to sign the form and, along with your own signature, send (by FAX or as an attachment to an email) the Internship Information sheet and list of goals to the internship coordinator within the first 2 weeks of your internship. Again, the form must be signed by your supervisor.

Note: students who plan to use their current employment to obtain credit via the internship program need to discuss ways to augment their experience on the job by adding new responsibilities or investigating additional aspects of their work assignments. The goals document (signed by the supervisor) can be used to identify the scope of any new learning project or responsibility that contributes to making the internship a meaningful growth experience.
Internship Requirements and Restrictions

- Students must have been enrolled on a full-time basis for at least one full academic year (i.e. two long semesters, fall and spring) at Texas A&M University. This should include 12 hours from the core classes of the MS in Economics degree.
- The courses used for the Internship must be entered on the approved degree plan prior to students' being authorized to enroll.
- Students are granted 1 credit hour for 80 hours of internship employment, or two weeks of work. Credit hours granted are based on the minimum number of hours worked. Students may enroll for fewer credit hours if they desire.
  - 1 Credit Hour (over 80 work hours, i.e. two weeks minimum to begin to receive credit.)
  - 2 Credit Hours (over 160 work hours)
  - 3 Credit Hours (over 240 work hours)
  - 4 Credit Hours (over 320 work hours)
  - 5 Credit Hours (over 400 work hours)
  - 6 Credit Hours (over 480 work hours, or 12 weeks total.)
- Graduate students can earn up to 6 credit hours of Internship credit towards graduation if elective credits are available on the student's degree plan.
- **International Students:**
  - International students must follow all applicable regulations and procedures of the International Student Services (ISS) office at Texas A&M University.
  - F-1 students must obtain a work authorization and apply for Curricular Practical Training (CPT) for internships involving work in the US.
  - Periods of part-time CPT do not count toward the 12-month limit of full-time CPT.
  - International Students who engage in 12 months or more of full-time CPT become ineligible for Optional Practical Training (OPT) after they graduate.
  - Requirements for applying for CPT:
    - Good academic standing with Texas A&M University,
    - Good legal status with the Department of Homeland Security (DHS), and
    - Lawful enrollment on a full-time basis for at least one full academic year (i.e. two long semesters, fall and spring) at Texas A&M University. (This also satisfies university requirements for work authorization, which for most students requires completing two long semesters of coursework.)
- **Additional Summer Semester Internship Considerations:**
  - If international students return to their home country for an internship, they do not have to apply for CPT or work authorization in the US. However they do have to apply for CPT or get their plans approved by the program coordinator, and register and pay tuition and fees if they want to receive academic credit for the work (or be excused from required summer courses.)
  - If the student will participate in CPT during a Summer term that is not the student's last semester, they do not have to meet full-time enrollment requirements.

Grading Policy

This is a Satisfactory/Unsatisfactory (S/U) course. To earn a "satisfactory" for the class you must submit the Internship Information sheet and goals forms by the date specified, and the summary paper outlined below by the last day of the semester in which you are enrolled. Failure to turn in these items on schedule will result in an "unsatisfactory" or failing grade. **NO Deviations or Exceptions to the grading policy.**

Course Requirements

Send (by FAX or as an attachment to an email) the Internship Information sheet and list of goals to the internship coordinator within the first 2 weeks of your internship.

Summary Report: all students enrolled in the Financial Economics Internship are required to hand in a report summarizing their experience. Again, please try to incorporate in your summary report material that demonstrates your exposure to and thinking about a high-level managerial and strategic perspective on
the firm for which you work. This should be in your own words. The main body of the paper cannot contain any cut or pasted information from the Internet; material that complements your summary and provides a more detailed understanding of your work assignment can be included as an appendix as long as it is clearly cited. All papers will be scrutinized for plagiarism.

Report Length and Format: Students must provide one page of summary for each hour of credit received, NOT including a cover sheet, e.g. a 3 page summary for a 3 credit hour internship. The cover sheet should include the student's name, section, employer and internship description/title. The paper MUST have margins that do not exceed one inch on all sides. The font size should not exceed 12 point and pages should be double-spaced. We reserve the right to return as unacceptable any paper with spelling or grammatical errors, or that does not meet these formatting standards. The paper is due on or before the last day of classes for the semester in which you are enrolled.

Course Policies and Instructor Expectations

- You are expected to have read the syllabus before your first day of employment.
- You are expected to check your email regularly and promptly read all messages from the department.
- If you experience any problems that require our assistance, or if your internship ends suddenly for any reason, or if you have any issues that might impact your completion of the requirements for this course, please contact the internship coordinator immediately.

Academic Honesty

The Aggie Honor Code is: “An Aggie does not lie, cheat, or steal or tolerate those who do.” Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System. For additional information please visit: www.tamu.edu/aggiehonor/

Students in this course, an internship for academic credit external to the university, will be held to a VERY HIGH level of responsibility. When you are employed in industry, you represent yourself, your classmates, future program graduates, and the entire university. Reputation is a large part of the continued and growing success of the program and institution. We expect you to be excellent ambassadors for everyone associated with your educational experience here.

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit http://disability.tamu.edu.
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Internship Information Sheet – Page 1

Student Name: ____________________________ Phone (______)_______________(H)

Semester: _____________________ No. of internship credit hours: _______

Email: _________________________________ (______)_______________(W)

Degree: ____________________________ Grad Date: _________________

Site Supervisor Name ______________________ Phone (______)_______________

Title: ________________________________ email: _____________________

FAX _______________________

Employer/Company: ___________________________________________________________

Work Location Address: _____________________________________________________________

Start Date: ______________________ End Date: ___________________

Number of hours to be worked each week: _______________________________________

Student:
1. After discussion with your supervisor, fill out the second page.
2. Obtain the required signature, indicating your supervisor’s approval of your goals.
3. Submit within two weeks after start date to the departmental internship coordinator, either by FAX: 979-847-8757, or as an attachment to an email: kfelpel@tamu.edu
Internship Goals/Objectives and Expectations for:

Student ________________________________________

Employer _______________________________________

List at least 3 specific learning goals/objectives for the semester:

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<th>Learning Goal:</th>
<th>Specific Objectives:</th>
<th>Number of Hours to be spent on objectives each week</th>
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Total hours/week

Number of weeks

Total number of hours for the internship (multiply hours per week * number of weeks)

I have reviewed the Goals and Objectives as stated on the above form with the intern. I and the student agree to contact the internship coordinator during the course of the internship in the event that there is a significant departure from this plan that might impact the student’s receiving their academic credit.

__________________________________________________ ________________
Signature of Site Supervisor                           Date

I have reviewed the Goals and Objectives as stated on the above form. I agree to complete a summary report based on this plan at the conclusion of the semester.

__________________________________________________ ________________
Signature of Student Intern                           Date