MS ECON INTERNSHIP POLICIES & PROCEDURES

We are beginning to streamline our process of student internships. If you are planning on participating in an internship and applying the credits to your degree plan, the following departmental policy requirements are to be met:

1. The student must receive approval from me prior to your internship start date to receive credit
2. The internship must be related to this degree program
   a. The knowledge and experience gained should result from applying theory learned in the classroom to work of significance to the organization and generally transferrable to other organizations
   b. The student should be developing or honing in skills in writing, research, interpersonal communication, problem-solving, analyzing, teamwork, etc.
3. The student cannot be self-employed
4. The student cannot be employed by or reporting to a member of the student's family
5. The student cannot be already working in the job
6. The student cannot take the course for an internship she/he has already begun or completed
7. The student must have daily contact and ongoing guidance in their duties by a practicing professional, receiving regular instruction and feedback, while also being allowed to use some independent judgment
8. A copy of your offer letter from the company (including International companies)
   a. The letter must be on company letterhead
   b. The letter must have the company’s full contact information: full address (city, state, country, zip code), phone number and website (optional)
   c. The letter must have your direct supervisor’s name, phone number, email address
   d. The letter must have the length of your internship: month, day, year when it will begin and the month, day, year when it will end
   e. The letter must have the number of hours you are to work each week
   f. The letter must have your full name
   g. The letter must have a complete description of your role (with title) and responsibilities
   h. The letter must be in English (for international companies: translated by the company)

Letters must contain ALL of section number 8. You will not be given access to register for the course if any of the above items (in section 8) are missing.

Credits:
To earn 3 credits, you must work a minimum of 150 hours.
To earn 6 credits, you must work a minimum of 300 hours.

For International Internships:
If you need to physically be in your country to find and/or interview with a company, you can do this in May/June 2018 and register for the second summer session once you have secured the internship. You do not need to register for a 10-week summer internship to earn 6 credits.

The above policy can be altered as needed by the department.