

ECON 529 APPROVAL FORM

The information requested below, along with appropriate signatures, must be completed before a student may register for an internship carrying Department of Economics credit.

Please complete this form (obtaining the required signatures) and submit it to the CBE Program Coordinator, Room 224, Quigley Hall.

REQUIREMENTS

A student must be a sophomore, junior, or senior and have a cumulative grade point average of at least 2.0 and an Economics grade point average of at least 2.5.

Date: _____

Name: _____ College Box Number: _____

Phone: _____ Email: _____

(Phone and Email must be your contact information during your internship)

Class year: _____ Semester of Internship: _____*

Number of Credits: _____
5 hours per week for 8 weeks – 1 Credit
7 hours per week for 8 weeks – 2 Credits
10 hours per week for 8 weeks – 4 Credits

Academic Advisor: _____

Faculty Internship Advisor:

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INTERNSHIP HOST ORGANIZATION INFORMATION

Name of Organization: _____

Description of Internship: _____

Location: _____

Supervisor Name: _____

Supervisor Phone: _____

Supervisor Email: _____

EVALUATION TO BE BASED ON ECON 529 REQUIREMENTS BASED ON 1, 2, or 4 CREDITS

Journal _____

Internship project _____

Consultation with supervisor at internship host organization _____

Poster/Web Page _____

PowerPoint _____

Additional requirements for 2 or 4 credits _____

Other (specify): _____

Please refer to ECON 529 requirements document below for full scope of requirements. Internships associated with Business Economics are for credit/no credit only. No grades will be assigned.

REQUIRED SIGNATURES

Student: _____

Academic Advisor: _____

Faculty Internship Advisor: _____

*NOTE: In addition to this department form, students must also register for internships with the Registrar's Office to receive academic credit.

If the internship is during fall or spring semester, register along with your other classes within the class registration deadline. If you are beyond the class registration deadline, you must obtain an "add card" from the Registrar's Office and follow the instructions for signatures/submission. If the internship is during the summer, you must obtain the appropriate form at the link below, fill it out, and return it to the Registrar's Office.

Submit this completed form to CBE Program Coordinator, Quigley Hall, Room 224

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ECON 529 REQUIREMENTS

Goals

- To give the students "real world" experience and exposure to the operations of the internship organization and duties of its staff
- To challenge the student to place this experience in an academic, analytical context

Time Commitment

- 5 hours per week for 8 weeks – 1 Credit
- 7 hours per week for 8 weeks – 2 Credits
- 10 hours per week for 8 weeks – 4 Credits

People Involved

- The student
- A faculty internship advisor in the Economics Department
- An internship supervisor in the host organization
- The CBE Program Coordinator

Required Scope of Work – 1 Credit

- ✓ **Working 5 hours per week for 8 weeks** assisting with the day-to-day operations of the internship organization. Exposure to the internship operations and staff duties is part of the value of an internship, from the student's perspective.
- ✓ **Doing an internship project** developed with the internship supervisor, which may represent a small or large part of the internship. It may be research papers, program evaluations, web pages, presentations, displays, brochures or newsletters, financial analyses, or other tasks.
- ✓ **Maintaining a typewritten journal** of the hours and activities. This should, if not already covered in the project chosen, also contain regular reflection on the student's experiences. You should discuss how internship relates to your courses.
- ✓ **Create a poster/web page** highlighting the internship organization's mission and the student's activities. Include an onsite photo of the student.
- ✓ **Make a 10-slide 15-minute PowerPoint presentation** to your internship supervisor on what you learned during the internship and how you added value to the company. A copy of the PowerPoint must be provided to the CBE Program coordinator at Allegheny.
- ✓ **Ask internship supervisor to compose a feedback memo** to Allegheny regarding his/her perception of your performance on your internship.

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Required Scope of Work – 2 Credits

- ✓ **Working 7 hours per week for 8 weeks** assisting with the day-to-day operations of the internship organization. Exposure to the internship operations and staff duties is part of the value of an internship, from the student's perspective.
- ✓ **Maintaining a typewritten journal** of the hours and activities. This should, if not already covered in the project chosen, also contain regular reflection on the student's experiences. You should discuss how internship relates to your courses.
- ✓ **Create a poster/web page** highlighting the internship organization's mission and the student's activities. Include an onsite photo of the student.
- ✓ **Read at least one book or five articles** related to the industry in which the student is working and **write a 5-page paper** on how the student presented ideas from the book or articles to his or her employer and resulted in a project or initiative completed by the student.
- ✓ **Complete one project for the employer** that can be presented to the internship coordinator showing how the project helped improve the company's business either with (1) new revenue; (2) expense savings; (3) added market research or (4) productivity improvement.
- ✓ **Make a 10-slide 15-minute PowerPoint** presentation to your internship supervisor on what you learned during the internship and how you added value to the company. A copy of the PowerPoint must be provided to the internship coordinator at Allegheny.
- ✓ **Ask internship supervisor to compose a feedback memo** to Allegheny regarding his/her perception of your performance on your internship.

Required Scope of Work – 4 Credits

- ✓ **Working 10 hours per week for 8 weeks** assisting with the day-to-day operations of the internship organization. Exposure to the internship operations and staff duties is part of the value of an internship, from the student's perspective;
- ✓ **Maintaining a typewritten journal** of the hours and activities. This should, if not already covered in the project chosen, also contain regular reflection on the student's experiences. You should discuss how internship relates to your courses.
- ✓ **Create a poster/web page** highlighting the internship organization's mission and the student's activities. Include an onsite photo of the student.
- ✓ **Write a 5-page paper** discussing how the internship experience related to an Economics Department course taken by the student. The paper must be submitted to the CBE program coordinator at the end of the internship.
- ✓ **Read at least one book or five articles** related to the industry in which the student is working and **write a 5 page paper** on how the student presented ideas from the book or articles to his or her employer and resulted in a project or initiative completed by the student.
- ✓ **Complete one project for the employer** that can be presented to the internship coordinator showing how the project helped improve the company's business either with (1) new revenue; (2) expense savings; (3) added market research; or (4) productivity improvement.

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- ✓ **Make a 10-slide 15-minute PowerPoint presentation** to your internship supervisor on what you learned during the internship and how you added value to the company. A copy of the PowerPoint must be provided to the internship coordinator at Allegheny.
- ✓ **Ask internship supervisor to compose a feedback memo** to Allegheny regarding his/her perception of your performance on your internship.

Timeline

- **Now - Student secures internship** and makes necessary arrangements with off-campus supervisor at internship site,
 - **Student and faculty advisor complete forms and registration** prior to start of internship,
 - **End of 1st month** - Student participates in a group internship meeting or
- schedules appointment with the CBE Program coordinator for meeting,
 - Student turns in all required deliverables based on required scope of work outlined above for desired course credit,
 - Off-campus supervisor returns end of semester assessment to CBE Program Coordinator,
 - Faculty advisor turns in grade

Responsibilities of each party

Off-Campus Supervisor

- Commit to guiding the intern in an appropriate manner,
- Work with him/her on developing a proposal for a project useful to the organization,
- Submit a mid-semester and end-of-semester evaluation of the student's work (to be provided).

Program Coordinator

- Be available to make any contacts necessary to off-campus supervisor,
- Maintain files for internships that contain copies of all forms, projects, assignments, and assessments,
- Forward all projects and assessments to appropriate faculty advisor.

Faculty Advisor

- Be available to assist student if necessary to contact proposed off-campus supervisor to make arrangements for internship,
- Make sure all forms are completed and submitted to appropriate departments,
- Review all evaluations submitted from on-site supervisor,
- Turn in grades to Registrar's office by appropriate deadline.

Student

- Learn and respect the host organization's standards and expectations,
- Complete and submit required assignments and forms on time.