

Department of Economics

Request for Approval of Internship for Academic Credit (ECN92, ECN192)

Instructions to Student (required to be considered for approval):

1. Obtain offer letter* from your employer with the following **required** information:
 - a. Job title
 - b. Start and end dates
 - c. Internship duties
 - d. Paid or unpaid
 - e. Hours per week
- *Email correspondence not accepted at this time*
2. Complete Request for Approval of Internship for Academic Credit form (this form)
 - a. **Must be submitted by the 20th day of instruction to be considered for current quarter.**
 3. Meet with academic advisors in 2216 SS&H to submit documentation
 4. Complete CPT application (if applicable)
 5. Fulfill all contractual obligations agreed upon with faculty advisor including submission of required report or research paper one day **before** finals week begins via email. (Unit rubric and corresponding paper requirement available on the Economics Undergraduate Website)

Upon approval from the faculty advisor, the Advising Office will issue your CRN to enroll in ECN92 or ECN192 for the academic quarter. Students are eligible for 6 units total, across all quarters.

To be completed by the student:

Name: _____ Current Quarter/Year: _____

Student ID: _____ Major(s): _____

Email: _____ Phone: _____

Internship Location: _____

Internship Position: _____

Number of Hours per week: _____ Number of Internship Units Already Received: _____

Describe how this internship is related to an economics-related field: (Additional paperwork may be attached.) **Applications without a description or offer letter from the employer will not be accepted.**

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To be completed by the faculty advisor and Advising Office:

Criteria needed for awarding a passing grade:

Select One	Credits	Hours per week working as intern	Other requirements
	1	Unpaid: 3-5 Paid: 5+	5-7 page report describing how concepts and practices learned during the internship relate to economic theory or econometric techniques learned in regular Economics coursework
	2	Unpaid: 6-8	5-7 page report describing how concepts and practices learned during the internship relate to economic theory or econometric techniques learned in regular Economics coursework
	3	Unpaid: 9-11	Internship with a heavy research and educational component, plus a 10-page research paper containing at least 10 fact-checked citations (not blogs or Wikipedia), a full formal bibliography, and proper citations (Chicago or MLA). Page count does not include bibliography. GPA of 3.0 or higher
	4	Unpaid: 12+	Internship with a heavy research and educational component, plus a 15-page research paper containing at least 10 fact-checked citations (not blogs or Wikipedia), a full formal bibliography, and proper citations (Chicago or MLA). Page count does not include bibliography. GPA of 3.0 or higher

Number of ECN 92, 192 (circle one) unit(s) issued: _____

CRN: _____

Date Issued: _____

Initials of Advisor: _____

Instructor Signature/Date

Department Chair Signature/Date