

## **INTERNSHIP POLICY AND GUIDELINES**

Department of Economics

### **1. Student Eligibility Criteria:**

To be eligible for an Internship for credit a student must:

- a. Be accepted as an Economics Major.
- b. Be making acceptable progress toward the degree.
- c. Be registered at Western.
- d. Have completed the following courses: Econ 206, 207, and three upper-division Economics courses. Additional preparation or prerequisites may be required for some internships, as determined by the faculty member involved.

### **2. Internship Requirements for Credit:**

- a. Normally 40 to 80 hours of internship experience is needed per credit hour. Actual credit hours granted for an internship experience are based not only on time spent, but also on the nature of the internship itself. The maximum number of internship credits that can be earned toward the degree is 10. Grading for internships is generally on an S/U basis, but may be graded A-F with permission of instructor.
- b. A significant learning experience in the practical application of academic curriculum.
- c. Close supervision by an employer/supervisor and oversight by the department faculty internship coordinator and the faculty supervisor (if different from the internship coordinator).
- d. Internship Contract completed and signed by the student, employer/supervisor, and faculty member.
- e. Variable Credit Course Registration Permit signed by the student and the faculty member, and registration in Economics 390.
- f. Evaluation letter from employer/supervisor at the completion date.
- g. Written report to the faculty member and employer/ supervisor, describing the specific accomplishments, the general experience, and the degree to which these fulfilled the original internship objectives.
- h. Oral presentation of the internship experience is required. Except for summer internships, the scheduled date for your presentation is in the afternoon on the Wednesday before dead week on the quarter in which you complete your internship. (Summer Quarter internship reports will be done during scheduled Fall Quarter time). Please contact the Department Office at least two weeks prior to this date with the title of your presentation.
- i. Any other requirements agreed to in the internship contract.

Revised Fall, 1996  
Revised Spring, 1998  
Revised Fall, 2000

**INTERNSHIP CONTRACT**

**DEPARTMENT OF ECONOMICS  
WESTERN WASHINGTON UNIVERSITY**

**Part I. INTERNSHIP PARTIES**

**A. Intern** \_\_\_\_\_ SS# \_\_\_\_\_ Student # \_\_\_\_\_

Home Address:

Campus Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

**B. Internship Employer**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**C. Faculty Internship Coordinator**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**D. Faculty Supervisor (if different than Faculty Internship Coordinator)**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## Part II. THE INTERNSHIP EXPERIENCE

### A. Job Description and Learning Objectives.

On a separate sheet of paper, please provide a typed description of the proposed internship experience and the expected learning objectives. Please comment on how your knowledge of economics will be used in the internship and how the internship fits in with your educational and career goals.

### B. Work Schedule

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Hours/Week \_\_\_\_\_  
Total Work Hours \_\_\_\_\_

C. Number of Credit Hours \_\_\_\_\_ Quarter of Registration \_\_\_\_\_

### D. Internship Related Readings Planned:

E. Journal Required: Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Other \_\_\_\_\_

F. Planned Interaction with Faculty Internship Coordinator and Other Faculty Supervisor (if applicable):

### G. Supervisor Evaluation:

The internship employer agrees to provide the intern and faculty member with a letter of evaluation at the termination of the internship period. If interim reports from the employer are to be provided as well, please provide details here:

**H. Internship Report**

The intern agrees to prepare a typewritten report for the internship supervisor and the faculty member at the end of the internship period. The report should describe the internship activities and responsibilities, the supervision and instruction received, the educational benefits gained, and the overall value of the experience. The report should refer to the job experience and the relationship of that experience to related academic readings and/or classroom based knowledge gained at Western.

**I. Oral Presentation**

The intern agrees to present an oral presentation of the internship experience to the Economics Department.

**J. Internship Grade Assignment**

The internship coordinator and (if applicable) the other faculty supervisor agree to evaluate the internship and submit a grade after reviewing the supervisor's evaluation and the Internship Report prepared by the intern, and after attending the intern's oral presentation.

**K. Amendment or Termination**

This agreement may be terminated or amended upon written notice received and agreed to by the parties involved. Once formal registration for Econ 390 has taken place, termination of the internship is governed by University course withdrawal procedures.

**L. Signatures**

Student Intern \_\_\_\_\_

Employer/Supervisor \_\_\_\_\_

Faculty Internship Coordinator \_\_\_\_\_

Other Faculty Supervisor \_\_\_\_\_  
(if applicable)

Chair \_\_\_\_\_ Date \_\_\_\_\_