

ECON 4990 – Economics Internship

Guidelines & Requirements

Overview of ECON 4990 Requirements

Students can receive a maximum of 3 credit hours for completing an unpaid economics internship by registering for ECON 4990. Credit hours will count as an Economics Elective. To register for ECON 4990, students must first request a registration permit. To obtain a registration permit, a student must:

1. Have their internship employer submit an Employer Letter of Confirmation directly to the ECON 4990 faculty supervisor (this is the faculty member listed in OSCAR as the ‘instructor’ for the course). See below for more details.
2. Sign the attached signature page acknowledging that he/she has read and understands these guidelines and submit it to the faculty supervisor.

At the end of the term, once the internship is completed, the employer must submit an Employer Letter of Completion directly to the faculty supervisor; see below for more details. Letters of Confirmation and/or Completion submitted by the student will not be accepted; letters must be submitted by the employer.

There is no formal requirement for the number of work hours per week, but an average of roughly 8-10 hours per week over 12-15 weeks would be sufficient.

Employer Letter of Confirmation

To register for ECON 4990, the faculty supervisor must receive the letter from the employer on company letterhead at least 5 business days prior to the registration deadline. This is necessary for the academic advisor to call the employer and confirm the terms of internship and its direct applicability to a degree (or minor) in Economics. Failure to meet this deadline may result in denial of the required registration permit.

The following information must be included in the Employer Letter of Confirmation:

- The start and end dates of the internship
- Average hours of work per week
- Explicit statement that the internship is **unpaid**
- Job description and tasks with the emphasis of how the internship reinforces knowledge and skills directly applicable/related to a degree (or minor) in Economics (see below)
- Employer contact information to be used for verification

Skills and experience directly pertaining to the discipline in economics could be related to, but not limited to, demand estimations, product pricing, elasticity estimates, transfer pricing, market data analyses, etc. Once the faculty supervisor confirms the terms of internship, the student will be issued a registration permit for ECON 4990.

Employer Letter of Completion

To receive a letter grade for the completed internship, your employer must submit directly to the academic advisor the letter on company letterhead stating that the internship was completed successfully. To make sure that the grade is entered on time, students must communicate to the employer that the Employer Letter of Completion must be submitted at least five business days before the grades are due. If the Letter of Completion is not received in time, the student will receive an “incomplete” for the semester, which will not be changed to a letter grade until the Letter of Completion is received by the faculty supervisor.

Acknowledgement of ECON 4990 Guidelines & Requirements

Academic term in which student will enroll in ECON 4990: _____

How did you find out about this internship opportunity?

Do you have any conflicts of interest related to this internship (for example, a close family friend or family member in the company's leadership)? YES / NO

Please note that answering "NO" untruthfully will be reported to the Office of Academic Integrity if discovered, and may result in further disciplinary action. If you answered "YES", please explain:

I, [print name] _____, certify that I have read and understand the above guidelines and requirements for ECON 4990.

Student signature

Date

Faculty supervisor signature

Date