

## **Catalog Description**

Internship course that allows students to work at a sponsoring organization to gain experience. Sponsorship and department approval are required.

## **Course Description**

This is a three-credit hour course offering students a successful experience in applying the economic theories and skills learned in the classroom to a practical employment setting. The student will complete at least 120 hours of work as an intern at the sponsoring firm. After the internship, a written internship report must be submitted to the ECON 488 instructor. The internship supervisor will similarly provide a written evaluation of the student's contributions over the internship period. The course will then be evaluated as a Pass or No Credit.

## **Course Objectives**

- To provide students with a structured opportunity to put theories and skills into practice.
- To afford the students the option to gain practical work experience as a part of the curriculum
- To provide a mechanism through which the department can assess the relevance of its curriculum to the industry
- To maintain ongoing interaction between our students and the industry

## **Course Prerequisites**

Declared Economics major or specialization, Completion of 60 university/college hours, and consent of the instructor. Internship information will be provided to the instructor, who will determine if the internship is relevant to the student's field of study and career goals. The instructor will also determine if the hours devoted to the internship qualify as three credit hours of work.

## **Required Text and Material**

There are no textbooks or other materials required for this course.

## **The Enrollment Process**

You must take the following steps to enroll in the course:

1. Secure an internship position.
2. Report Experience in Cougar Jobline for supervisor approval.
3. Complete the Internship Approval Form and submit it (either via email or in person) to the Internship Coordinator.

4. The Internship Approval Form will be reviewed by faculty representatives to ensure compliance with academic program learning outcomes.
5. If approved, the Internship Coordinator will notify the student of approval and assist the student in completing the enrollment process.

### **Administrative Activities**

1. Complete Student Pre-Evaluation (link in Cougar Jobline)
2. Complete Risk Assumption (link in Cougar Jobline)
3. Complete mid-semester check-in with the Internship Coordinator
4. Complete Student Post-Evaluation (link in Cougar Jobline)

### **Assessment**

Students must provide a paper based on their experiences. The paper must meet the expectations of the department. They must also receive a satisfactory evaluation from the supervisor. This is a Pass/No Credit grade course with no intermediate grading.

The following are the expectations of a satisfactory experience.

- **A 4-6 page written report (double-spaced)**  
At the semester's end, submit the report documenting the learning experience. The report must address the points below.
  - **Internship Company Information (Page 1).** Provide the name of the internship company, the name of the department, the name of the supervisor, and the title of the position held as an intern. Provide details that will enable the instructor to contact the supervisor if need be.
  - **Responsibilities and Tasks/Projects (also Page 1).** List (preferably in bullet format) the responsibilities, tasks, and projects that were fulfilled or completed while working as an intern.
  - **Lessons Learned (Pages 2 through 6).** Discuss the lessons learned while working as an intern. In addition, please provide an honest and succinct evaluation of the coursework completed at SIUE and whether the coursework was relevant to the job as an intern. This provides the department feedback that may assist us in modifying our instruction to meet industry demands.
- **Supervisor Evaluation**  
Ensure that your internship supervisor directly submits the Internship Evaluation Form. There are two acceptable ways a supervisor can provide the Instructor of ECON 488 with their evaluation of your work.
  - By completing the online Employer Evaluation. Students can share this link through Cougar Jobline.
  - By requesting a paper version of the Employer Evaluation from the Internship Coordinator and directly mailing the evaluation form in a sealed envelope bearing the company logo. The supervisor must sign the evaluation form. The address is:

Business Student Services: Internship Coordinator, Box 1186, School of Business,  
Southern Illinois University – Edwardsville, Edwardsville, IL 62026

The report and the supervisor evaluation are due on the Friday before the final week. Failure to supply these two documents will result in a grade of incomplete. You will then have to discuss alternatives with the department chair.

### **Academic Ethics and Conduct**

Plagiarism and Cheating: Academic Ethics and rules of conduct still apply to the internship as it is for credit. SIUE takes matters of academic dishonesty, unethical behavior, and student misconduct very seriously. The department reports such cases to the Provost's Office. For information on Plagiarism and Grievance Policies, please see the following links and ensure familiarity and compliance with the stated policies.

<http://www.siue.edu/policies/3c2.shtml> Student Academic Code - 3C2

<http://www.siue.edu/policies/1i6.shtml> Plagiarism - 1I6

<http://www.siue.edu/policies/3c3.shtml> Student Grievance Code - 3C3

Student Conduct Code: Students will treat everyone in the class/workplace with respect. Students should familiarize themselves with the university policies as provided here:

<http://www.siue.edu/policies/toc.shtml>, [Student Rights and Conduct, #1 Student Conduct Code -\(3C1\)](#)

### **Disability**

Typically, the student will make necessary arrangements with the sponsor firm. However, ACCESS, the SIUE unit that helps relevant students, may be able to help. Further information can be found at the link of the unit. (<http://www.siue.edu/access/faculty/syllabus.shtml>)