

MS ECON INTERNSHIP POLICIES & PROCEDURES

If you are planning on participating in an internship and applying the credits to your degree plan, the following departmental policy requirements are to be met:

1. The student must receive approval from the department Program Coordinator prior to the internship's start date to receive credit
2. The internship must be related to this degree program
 - a. The knowledge and experience gained should result from applying theory learned in the classroom to work of significance to the organization and generally transferrable to other organizations
 - b. The student should be developing or honing in skills in writing, research, interpersonal communication, problem-solving, analyzing, teamwork, etc.
3. The student cannot be self-employed
4. The student cannot be employed by or reporting to a member of the student's family
5. The student cannot be already working in the job
6. The student cannot take the course for an internship she/he has already begun or completed
7. The student must have daily contact and ongoing guidance in their duties by a practicing professional, receiving regular instruction and feedback, while also being allowed to use some independent judgment
8. A copy of the student's offer letter from the company (including International companies)
 - a. **The letter must come directly from the student's supervisor and be emailed to the MS ECON Program Coordinator ON or BEFORE the deadline as instructed by the Program Coordinator**
 - i. The letter CANNOT come from the student
 - b. The letter must be on company letterhead with full address (city, state, country, zip code), phone number and website
 - c. The letter must have the student's full name
 - d. The letter must have the length of the internship: month, day, year when it will begin and the month, day, year when it will end
 - e. The letter must have the number of hours the student is to work each week
 - f. The letter must have a complete description of the student's role (with title) and responsibilities
 - g. The letter must have the direct supervisor's name, phone number, email address
 - i. The supervisor's email address MUST be a company email address and not a personal email address
 - h. The letter must be in English (for international companies: translated by the company and NOT by the student)
 - i. The letter must have the supervisor's hand signature (not electronic)
 - j. The letter must have the student's hand signature accepting the internship
9. If the offer letter is not received by the instructed deadline, the student will not be registered for the course. No Exceptions.

Letters must contain ALL of section number 8. The student will not be registered for the course if any of the above items (in section 8) are missing.

Credits:

To earn 3 credits, the student must work a minimum of 150 hours. To earn 6 credits, the student must work a minimum of 300 hours.

For International Internships:

For Summer internships, If the student needs to physically be in their country to find and/or interview with a company, the student can do this in May/June and will be registered for the second summer session regardless.

If the international student is participating in an internship within the United States, the student MUST submit a CPT form to ISS.

The above policy may be altered as needed by the department.