

INTERNSHIP GUIDELINES LIBERAL ARTS ECONOMICS MAJORS UNIVERSITY OF FLORIDA

BENEFITS – Internships offer a number of benefits to both students and employers. Students get experience that is unavailable in the classroom and become familiar with job opportunities in their field of study. Employers get a chance to identify those students they may wish to hire upon graduation.

ACADEMIC CREDIT - However, an internship is not a substitute for academic coursework and internship work will not receive academic credit unless it is required by the employer. If the employer requires academic credit and the student is majoring in economics through the College of Liberal Arts, the student can receive one-hour of academic credit for internship work. (The Undergraduate Program Office offers a similar program for Economics majors through the Warrington College of Business.) To qualify, CLAS ECO majors need a minimum 2.5 UF GPA and must have completed ECO 2013 and ECO 2023 (Principles of Economics) plus one additional economics course. The credit is under ECO 4941. This is a free elective, repeatable up to a maximum of six (6) hours with a change of content, and not allowed during the student's last semester. Internships must be approved in advance. All University of Florida regulations regarding registration and drop/add procedures apply. All students must be registered during the term in which they are actually performing the internship. Fees are due by the assigned date determined by the Registrar. Internships are evaluated on a PASS/FAIL basis. The final grade is determined from the internship report and employer evaluation that the student turns in at the end of the semester.

APPLICATION TO RECEIVE CREDIT – To apply for credit the student will need a letter from the employer verifying that academic credit is a condition of the internship and a short written statement from the employer outlining the nature of the job. The Employer Internship Assignment Questionnaire is used for this purpose. Since many employers may not have formal job descriptions, it may be helpful for the student to work with the employer in writing up objectives of the internship assignment. Credit approval is based on this information. **The Department Internship Coordinator, Dr. Waldo, must approve all internships for credit.**

STUDENT'S RESPONSIBILITIES - Students need to conduct themselves in such a way as to bring positive recognition to the University of Florida, have a professional attitude pertaining to the employer; learn and comply with the employer's procedures and policies; be open to new ideas techniques, and suggestions; and complete and submit all reports and evaluations in a timely manner.

WORK REPORT AND EMPLOYER EVALUATION – In order to receive academic credit, interns will need to submit a work report and Employer Evaluation to the Economics Department. A copy of the work report should also be given to the employer. A grade will not be given until the report has been submitted and approved.

THE CAREER RESOURCE CENTER (CRC) acts as a clearinghouse for internship programs. Contact the CRC for intern listings, evaluations, and additional pertinent information regarding internship programs. *Students and employers interested in participating in business-related internships should check with the CRC Internship Coordinator for Business Internships located in G-1 Reitz Union.*

ECONOMICS INTERNSHIP CREDIT APPROVAL FORM

DEPARTMENT OF ECONOMICS

PLEASE NOTE THAT THIS FORM WILL NOT BE APPROVED
UNTIL ALL ITEMS HAVE BEEN RECEIVED

NAME _____ UFID _____

MAJOR _____ GRAD DATE _____

SEMESTER TO WORK _____ 20_____

HOURS WORKED PER WEEK _____ (Minimum 10 hours)

COMPANY NAME _____

ADDRESS _____

CONTACT _____

TELEPHONE (_____) _____ FAX NO. (_____) _____

Student Signature

Date

APPROVAL/DISAPPROVAL:

Internship Coordinator _____ *Date* Approved ___ Denied ___

Curriculum Coordinator _____ *Date* Approved ___ Denied ___

ECO 4941

Section No. _____ Credits 1

FOR OFFICE USE ONLY

GPA _____

ECO 2013 _____

ECO 2023 _____

ADDITIONAL COURSE _____

FORM (SIGNED) _____

QUESTIONNAIRE _____

WORK REPORT _____

EVALUATION _____

DEPARTMENT OF ECONOMICS

Telephone: (352) 392-0151
Fax: (352) 392-7860

University of Florida
P O Box 117140
Gainesville, FL 32611-7140

Please complete and return to the above address. This form is used for obtaining approval to take an internship for credit.

Date Completed: _____

Company Name: _____

Person Completing Questionnaire: _____

Title: _____

Address: _____

City State Zip
Telephone: () Fax Number: ()
Toll Free, if available

Location of Assignment: _____

Supervisor's Name, if different from above: _____

Address: _____

Telephone: () _____

1. General Description of the Assignment: _____

2. Specific Duties and Responsibilities. (Should include those additional activities the student will be exposed to during the internship.)

3. What kinds of training will the student receive during the assignment? (i.e., classroom, manuals, on-the-job, etc....)

4. What kind of supervision will the student receive during the assignment?

5. At the end of the internship, the student should have accomplished the following:

6. Student Hired: _____

Major: _____

Number of hours per week student may/will work: _____

Internship to run from _____ to _____

7. Additional comments: _____

STUDENT WORK REPORT

Your work report should reflect your impressions of the program and its educational value. Subject matter should include some of the following topics depending on your assignments.

1. Briefly describe your position. How do you like your position? Explain.
2. The type of assignments performed with an analysis of the total time spent on each assignment – training, study, work within departments of the company, plant visits, etc.
3. Any other training received such as formal training courses, staff meetings, individual study, observation of operations and duties of others, etc.
4. An evaluation of the effectiveness of the internship program, including its educational value and contributions of the student's progress toward his/her professional career objectives.
5. What are the best features of this assignment?
6. Was this assignment helpful in assessing your career goals?