

# ECONOMICS 404: INTERNSHIP

## SYLLABUS

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**Instructor of Record:** Bill Sherman ([wsherman@uoregon.edu](mailto:wsherman@uoregon.edu))

**Grading Professor:** Mike Urbancic ([urbancic@uoregon.edu](mailto:urbancic@uoregon.edu)) and Tim Duy ([duy@uoregon.edu](mailto:duy@uoregon.edu))

**Description:** This course is designed to allow students to receive a maximum of 2 upper-division economics credits for internship experiences that enhance the student's academic training.

**Course Enrollment:** Students wishing to enroll in this course must follow these procedures:

- 1) Procure an internship opportunity through their own initiative (DuckConnect is a great place to find internship leads: <http://career.uoregon.edu>).
- 2) Complete the Internship Proposal Form (<http://economics.uoregon.edu/resources/internship>) prior to the term they wish to enroll in the course and which has the following elements:
  - A) Description of the terms of the internship, including employer and employer contact information, expected hours worked, expected internship tasks and training, and a short summary of how this will enhance and complement their academic coursework.
  - B) Signature from internship employer agreeing to the terms of the internship.
  - C) Signature from the student agreeing to the terms of the internship.
- 3) Obtain approval of the internship proposal by the instructor in conjunction with the Undergraduate Program Committee.

Only after these steps have been taken will the student be allowed to enroll in the course. The number of credits is generally determined by the number of internship hours, with 1 credit equaling 30 hours worked in the term (an average of 3 hours per week, per credit) and a maximum of 2 credits possible.

In addition, students may take EC 404: Internship (2 credits) in conjunction with EC 407: Careers in Economics (2 credits) and receive a total of 4 upper-division elective credit towards the economics major requirement.

**Course Completion:** Satisfactory completion of the course will require the additional completion of the following tasks:

- 1) Signature of an "Internship Proposal Form" by both the employer and student that verifies the internship arrangement and provides contact information (**due by start of term**).
- 2) Students must submit a one-paragraph description of their proposed paper (see #4 below), explaining how the specific internship duties connect with the economic principles or topics covered by regular courses offered by the Department of Economics (**due by start of term**).
- 3) Completion of a weekly journal, emailed to Bill Sherman, Director of Career and Advising Services in the Department of Economics ([wsherman@uoregon.edu](mailto:wsherman@uoregon.edu)). These journals should highlight your work-related assignments and projects, skills used on the job, and any relevant tie-ins with past and present coursework (**due at the end of each week during the term**).
- 4) Completion of an 8-page (double-spaced) paper that describes the student's internship experience and how it relates to the student's academic coursework in economics (**due by the end of term, on the Friday of finals week**).

**Grading:** The class will be offered with the "Pass/No Pass" option only. Students may not take the course for a letter grade. The tasks indicated under the "Course Completion" section above will form the basis for the assigned grade.

## **Assignments**

### **1. Journals**

**Due:** Friday of each week by midnight

You are to write one journal for each week of the term, starting with week one. If you joined the course late, you must complete journals for each of the previous weeks. Each journal is to be 300 words and can be written and shared with the instructor as a Microsoft Word or a PDF document (please do not send Pages files and if you are using Google Open Office, be sure to download your file as a doc, .docx, or .pdf document).

Your journals should touch on any of the following topics:

1. About the organization and its mission, vision, values, stakeholders (the people it serves and the people it is answerable to), and the different roles in the organization (what different people do)
2. About your job – what are your daily duties, what project(s) are you working on this term, and what is preparing you for the professional world?
3. Summary of each week's activities, skills you used, with things you learned (either formally through training or informally through experience), situations that challenged you (anything you found difficult or felt unprepared for), and any tangible deliverables you had to produce.
4. Plans for improving your performance (what you are doing week by week to get better and better at your job)
5. Specific things you are doing to make progress on your final research and analysis paper.

Send completed journals to the instructor: [wsherman@uoregon.edu](mailto:wsherman@uoregon.edu)

### **2. Final Research & Analysis Paper**

#### **STEP ONE:**

Identify a research topic (issue, question, trend, etc.) related to your internship, such as a description of one of the projects you're working on or an analysis of a trend, problem, or new development related to the internship's company or industry. If you're unsure about what is appropriate to write about, have a conversation with the instructor and your internship supervisor about this. Include at least two scholarly articles or books you will be using as reference in your paper. This response does not count as your journals, which must be separate (you'll owe me seven journals by week's end).

**Due:** Friday of Week 3 at noon via email to the instructor: [wsherman@uoregon.edu](mailto:wsherman@uoregon.edu)

#### **STEP TWO:**

Write your final paper. The document must be 8 pages long and can be double-spaced. You must expound upon the topic you chose earlier (you cannot change it unless you've been approved to write about an alternate topic by the instructor). This is NOT a reflection paper. Professors Tim Duy and Mike Urbancic will be reviewing it and are going to want some real meat. Well-sourced and annotated facts, figures, and analysis related to your research question. Also, as previously noted, you must cite at least two scholarly articles or books that relate to your research question and intersect with the relevant points of your paper.

**Due:** Friday of Finals Week at 5 pm via email to the instructor: [wsherman@uoregon.edu](mailto:wsherman@uoregon.edu)