

**INTERNSHIP PROGRAM GUIDELINES
DEPARTMENT OF ECONOMICS
UNIVERSITY OF NORTHERN COLORADO**

Because we are preparing our graduates to be productive members of society, we consider it part of our responsibility to offer qualified economics students a “real life” academic learning experience. The internship program provides students valuable exposure to the use of economic theory outside of the classroom environment.

To participate in an internship, the student must identify a host organization in the public, not-for-profit, or private sector that is willing to sponsor an intern. This must be done during the semester prior to the anticipated term of the internship. Career Services (351-2140) may be able to assist students in identifying a host organization.

Students must have a minimum GPA of 2.5 in their economics classes (and overall) to participate in the internship program. It is the student’s responsibility to identify a faculty sponsor. Upon faculty approval, students will register for ECON 492: Internship in Economics, which is a variable credit course (1-6 credits). This allows students to tailor their programs to meet their specific internship needs. The university requires 45 contact hours during the semester for each credit hour for which the student enrolls.

The semester or summer prior to the internship, the student completes an application form that includes the name of the organization, and the signatures of the student, the job supervisor, and the faculty sponsor. It also includes a detailed description of job duties and responsibilities and the number of hours per week needed to fulfill the requirements of the internship. The job supervisor will complete an evaluation form that will be sent to the department at the end of the internship.

In addition, the student and faculty sponsor will meet prior to the commencement of the internship to identify specific learning objectives that demonstrate the application of economics and other skills. The categories shall include academic integration, knowledge acquired, and problem solving skills.

Students should be in regular contact with their faculty sponsor during the internship program. The student and faculty member will agree on their contact schedule and assessment tools at the time of application. Assessment tools that include learning objectives may be in the form of a written paper, a poster presentation for a group of faculty and students, a detailed journal of the internship experience, or another agreed upon format.

For more information about the Economics Department’s internship program and/or a copy of the application forms, contact:

Dr. Dawit Senbet
Economics, Campus Box 101
University of Northern Colorado
Greeley, CO 80639
(970) 351-3163

**DEPARTMENT OF ECONOMICS
UNIVERSITY OF NORTHERN COLORADO**

STUDENT INTERNSHIP APPLICATION FORM

Name:	
Student ID Number:	
Local Address:	
Local Phone Number:	E-mail Address:
Semester/Year of Internship:	Credit Hours (1-6):
Economics GPA:	Cumulative GPA:
Beginning Date:	Ending Date:
Organization/Address:	
Supervisor/Title & Phone Number:	
Physical Location Where Work Will be Completed:	
Faculty Sponsor's Name/Phone Number:	
Required contact with faculty advisor during term of internship (type of communication, dates, intermediate reports, etc.)	
<p>On an attached sheet, write a detailed description of job duties and responsibilities (to be determined in consultation with the job supervisor and faculty sponsor). Identify the specific duties that will fulfill the requirements of the internship. Specify assignments, number of hours per week at specific tasks, specifications of quality of work or progress expected, etc. Be sure to include an explanation as to how the internship relates to economics.</p>	

Student's required final report (term paper, journal, etc.) will reach (faculty sponsor at UNC) by (date). Evaluation report and grade recommendation from host institution will be mailed to faculty sponsor by (date).

The internship as described in this application is approved and agreed on by: Student:

Date:

Internship Job Supervisor, Host Organization:

Economics Faculty Internship Sponsor:

Economics Department Chair:

Copies of this application should be sent to the student, job supervisor, faculty sponsor, and the economics department.

**INTERNSHIP EVALUATION FORM - JOB SUPERVISOR
DEPARTMENT OF ECONOMICS
UNIVERSITY OF NORTHERN COLORADO**

Name of Intern:

Organization Name:

Internship Supervisor:

Signature of Supervisor:

Please rate the intern on the following characteristics. If you have additional comments, feel free to attach them.

CHARACTERISTIC	SUPERIOR	GOOD	AVERAGE	BELOW AVERAGE	DO NOT KNOW
Promptness					
Resourcefulness					
Maturity					
Interest in job					
Ability to learn					
Ability to communicate					
Ability to organize					
Ability to work with others					
Ability to work independently					
Ability to work under deadline pressure					
Ability to contribute to the organization					
Understanding of organizational procedures					
Acceptance of constructive criticism					
Promise of success in the profession					

Either on this form or on an attachment, please answer the questions below.

What do you consider the intern's most significant strengths?

How could the intern improve?

Hypothetically, if your firm had an opening for a person with the background of this intern, would you hire him/her? Why or why not?

What letter grade do you feel this intern should receive?

A B C D F

Would you or your organization be interested in having another intern for a future semester?

If yes, please indicate briefly the intern's proposed responsibilities.

Do you have any suggestions for improvement of the internship program at UNC?

Please return this evaluation by: _____ (date) to:

Economics Department
Internship Program
Campus Box 101
University of Northern Colorado
Greeley, CO 80639

Please call 351-2739 if you have any questions regarding this form or the internship program in general. Thank you for your support of the Economics Department internship program.