



DEPARTMENT OF FINANCE AND ECONOMICS

ECONOMICS INTERNSHIP GUIDELINES

INTERNSHIP REQUIREMENTS

- Undergraduate students must complete **ECN 201, ECN 202, ECN 322** and have a CGPA ≥ 2.0 to be eligible for internship credit.
- A Faculty Advisor will guide, track and evaluate the internship. Students may choose any full-time Economics faculty member including the internship coordinator as the Faculty Advisor.
- After the student receives an offer for an internship, the student needs to complete the **Internship Application Form (below)** and submit it to the Economics Faculty Advisor for approval prior to the start of the semester in which the internship will take place.
- Application must be completed prior to start of work/1 week prior to start of semester.
- Internships are required to be a minimum of 120 working hours over the course of the semester, including summer semester, to receive 3 credit hours.
- Students who are already working for an organization cannot use their paid work experience for internship credits.
- It is the student's responsibility to check with the Economics Internship Coordinator, Dr. Aycan Grossmann at a.koksal@csuohio.edu regarding specific department requirements pertaining to the student's major.
- The student is required to complete and submit the End of Internship Report to the Faculty Advisor before the semester ends.
- The employer is required to provide an evaluation of the student's performance during the internship period and submit it to the Faculty Advisor before the semester ends.
- International students need to contact the Center of International Services & Programs (CISP) for their eligibility to participate in internships within the United States. Upon acceptance by a company, international students are required to complete additional paperwork with CISP before the beginning of the internship.

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ECONOMICS INTERNSHIP APPLICATION FORM

STUDENT & INTERNSHIP INFORMATION

Student Name: _____ CSU ID#: _____

Major: _____ Semester: _____

Cumulative GPA: _____ Course #: ECN 490

Employer Firm: _____

of hours per week: _____ # of Credits Sought (up to 3): _____

Internship Supervisor/Mentor: _____ Supervisor's Email: _____

Faculty Advisor: _____ Faculty Advisor's Email: _____

AN END OF INTERNSHIP REPORT NEEDS TO BE COMPLETED BY THE STUDENT AND RETURNED TO YOUR FACULTY ADVISOR
at least one week prior to the end of the corresponding internship course.

THIS SECTION TO BE COMPLETED BY YOUR IMMEDIATE SUPERVISOR/MENTOR AT THE INTERNSHIP

1. Internship will start on _____ and end on _____.
Employment in this position is for a minimum of _____ hours per week during the _____ Semester.
2. Please describe the duties or learning objectives of this internship:

PLEASE COMPLETE THE FORM ELECTRONICALLY.

3. At least 75% of the intern's work would be deemed professional in nature, implying that no more than 25% of the intern's time will be spent in activities such as filing, copying, or answering telephones. YES NO
4. The Supervisor/Mentor understands that the completed Internship Evaluation Form and the student's overall score out of 100 for the Employer Internship Evaluation Form need to be emailed to the Faculty Advisor at least one week prior to the end of the corresponding internship course. YES NO

SIGNATURES

Signature of Student: _____ Date: _____

Signature of Supervisor/Mentor: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____

Signature of Internship Coordinator: _____ Date: _____

Signature of Department Chair: _____ Date: _____