

Department of Economics
Internship for Credit Approval Form

Overview

Internships can be a valuable part of an undergraduate experience, informing future career choice and reinforcing the linkages between on-campus courses and professional life. The economics department welcomes applications from students wishing to pursue this option. This form is designed to assist you in completing the process. **The form contains important policies and deadlines.** As such, it is vitally important that you read and follow the instructions below.

Eligible Opportunities

In order to receive credit in economics (EC399), the internship must be directly related to the economics program at Skidmore. Examples of such opportunities include work at an economic policy institute (such as the FED), work in an economic development organization, or work in the economic analysis group of a corporation. Internships not related to Skidmore coursework in economics, such as those in business fields (i.e. sales positions in investment banks), are generally not eligible for economics credit. Students should consult with the faculty supervisor or department chair well before the due date to determine if the opportunity is suitable for economics credit.

Requirements

1. Consult with an individual faculty member about their availability to supervise (sponsor) the internship. Be aware that faculty may not be available to supervise internships in the summer.
2. Students must complete the Skidmore *Internship Credit Proposal Process* form (<https://www.skidmore.edu/advising/documents/InternshipCreditProposalFormSept2016.pdf>).
3. Students should carefully read the Skidmore College internship credit criteria requirements (<https://www.skidmore.edu/advising/internships/guidelines.php>). The guidelines contain descriptions of requirements for the student, the faculty sponsor and the on-site supervisor. Students are strongly encouraged to start this form well before the due date and share a draft of the required statement of academic and experiential content description with the faculty sponsor.
4. Students must complete this form as well as the *Skidmore College Internship Credit Proposal*, which will require them to solicit a letter from the on-site supervisor and signatures from the faculty sponsor, major advisor and department chair at least two weeks before the start of classes (i.e. start of the term). **Note that this date is before the internship application deadline date on the college form.** Once completed, the student should give one copy to the faculty supervisor and one to the department chair.

5. It is the student's responsibility to ensure that the faculty supervisor and on-site supervisor are fully aware of the student's requirements for the internship.
6. Weights for the various graded elements of the course should be explicitly agreed to in writing with the sponsoring professor before the start of the term.

Grading

1. EC399 can only be taken S/U. There is no letter grade option.
2. Students can earn a maximum of three credits for EC399.
3. EC399 does not count towards the four required electives for the major or the two required electives for the minor.
4. Grades will be determined based on
 - a. A journal that the student should turn in to the faculty advisor both at the midpoint of the semester and at the end of the internship.
 - b. A research paper. Specific requirements for this paper are to be determined by the student's faculty advisor but at minimum will require students to relate the concepts learned or applied at the internship to coursework in the department.
 - c. The evaluation of the on-site supervisor.
 - d. Your faculty sponsor may add additional requirements beyond those listed above.

Signatures

Student _____ **Date** _____

Faculty sponsor _____ **Date** _____

Faculty advisor _____ **Date** _____

Department Chair _____ **Date** _____