

Internships for Economics Credit

The Economics Department at Lewis and Clark College offers academic credit for internships with business, government, and other organizations. The internships provide opportunities for well-prepared students to put economic concepts to work in real job environments. In the recent past, our students have completed internships with Morgan Stanley, Merrill Lynch, Oregon Environmental Council, Bonneville Environmental Foundation, Oregon Center for Public Policy, American Express Financial Advisors, and Puma AG. The internships provide students with practical experience in the business and policy worlds, and help make their Lewis and Clark course work relevant to their careers. In addition, students make contacts that may be useful when they enter the job market.

Academic credit is provided in two courses, Econ 244 and Econ 444. The prerequisite for Econ 244 is Econ 100 (Principles of Economics), and the prerequisites for Econ 444 are Econ 291 and Econ 292 (Intermediate Macroeconomic Theory and Intermediate Microeconomic Theory). The idea is that students in Econ 244 apply economic concepts from the principles course in the internship, while the students in Econ 444 apply the concepts from intermediate theory.

Although an internship is typically completed during the school year and generate credit in either Fall or Spring Semester, a summer internship is also eligible for credit in the following Fall Semester. A student sets up an internship and gets academic credit by following seven steps.

1. Find an internship, working through Career Engagement, or other contacts on campus or off campus. Lewis and Clark is member of a consortium that allows students to access thousands of internships throughout the U.S. and beyond. The Career Engagement website (<http://www.lclark.edu/dept/careers>) has information on these internships as well as suggestions on how to apply for and secure an internship.
2. Fill out the *Internship and Practicum Learning Agreement* (available from the Registrar (http://lclark.edu/dept/reg/objects/internship_agreement.pdf) and as part of this document). This agreement must be completed before the activity starts.

Under “Registration Information”:

- a. The Faculty Sponsor is Arthur O’Sullivan.

- b. Enter the number of credits, from 1 to 4. The rule is one credit per 4 weekly hours of internship work. To earn the maximum 4 credits, the student spends 16 hours per week for 14 weeks.
- c. Select Credit/No Credit and Internship.
- c. Choose a title, using the name of the organization and/or the type of work you'll be doing.

Under "Description of Internship":

- a. Under #3, you should get informal feedback from your site supervisor on a weekly basis, e.g., a brief conversation about how the intership is proceeding. In addition, you will complete a tracking sheet to document your time. The tracking sheet is included as part of this document. In addition, your site supervisor will complete a midterm evaluation and a final evaluation. The forms for the formal evaluations are part of this document.
- b. Under #4, you will submit a final paper (5-10 pages) that describes the internship activities and relates them to your education at Lewis and Clark. The paper is due on the first day of final exams in the semester of credit.
- c. Under #5, you will submit bi-weekly emails to the faculty sponsor (arthur@lclark.edu) with a brief update on the progress of the intership.

Three signatures are required: the site supervisor, the faculty sponsor, and the Chair of the Economics Department.

- 3. After getting all three signatures, submit the *Internship and Practicum Learning Agreement* to the Registrar and register for academic credit.
- 4. Submit a copy of the *Internship and Practicum Learning Agreement* to the Economics Internship Coordinator, the faculty member responsible for Economics 244 and Econ 444: Arthur O'Sullivan, Mailstop #40, Lewis & Clark College.
- 5. Over the course of the internship, use the Tracking Sheet to track your hours, get informal feedback from your supervisor, send biweekly emails to the faculty sponsor. At the midpoint of the internship, have your supervisor complete the midterm evaluation form (part of this document) and mail it to the Internship Coordinator.

6. At the end of the internship, have your supervisor complete final evaluation form (part of this document) and mail it to the Internship Coordinator. Send your Tracking Sheet to the Internship Coordinator.

7. No later than the first day of final exams, submit your final paper. Here are some questions you should answer in the essay.

- What did you learn in your Lewis and Clark coursework that was applicable to your internship experience?
- What did you not learn in LC courses that would have been helpful in the internship?
- What did you learn in the internship that broadened or deepened your understanding of the basic concepts of economics?
- If you were to address one of our current classes (in principles, intermediate theory, or applied economics), what new insights into real-world economics would you pass on to students?

For additional information on the Economics Department internship program, contact Arthur O'Sullivan: 503-768-7610; arthuro@lclark.edu.

Economics Internship

Supervisor's Midterm Evaluation of Intern

Intern: _____ Supervisor: _____

Date: _____ Circle One: Econ 244 or Econ 444

This form is to be completed at the midpoint of the internship and mailed to

Arthur O'Sullivan
Mailstop #40
Lewis & Clark College
0615 SW Palatine Hill Road
Portland, Oregon, 97219

Please evaluate your intern's performance by answering the following questions. If the answer to a question is "yes," a brief explanation will suffice.

1. Timely Completion of Tasks. Does the intern complete the assigned tasks in a timely manner?

2. Quality of Work. Does the intern's work meet your standards of quality?

3. Contribution of intern. Briefly describe the contribution of the intern to your organization.

Economics Internship

Supervisor's Final Evaluation of Intern

Intern: _____ Supervisor: _____

Date: _____ Circle One: Econ 244 or Econ 444

This form is to be completed at the midpoint of the internship and mailed to
Arthur O'Sullivan
Mailstop #40
Lewis & Clark College
0615 SW Palatine Hill Road
Portland, Oregon, 97219

Please evaluate your intern's performance by answering the following questions. If the answer to a question is "yes," a brief explanation will suffice.

1. Timely Completion of Tasks. Did the intern complete the assigned tasks in a timely manner?

2. Quality of Work. Did the intern's work meet your standards of quality?

3. Contribution of intern. Briefly describe the contribution of the intern to your organization.

INTERNSHIP & PRACTICUM LEARNING AGREEMENT

244/444 Practica/Internships allow students to gain academic credit in field experiences. LC faculty supervision ensures a rigorous academic component. Practica typically take place on-campus. Internships often occur off-campus and entail collaboration with an on-site supervisor who provides direction to the student and reports to the faculty member about the student's on-site performance.

The learning agreement is a mutual understanding among the student, the internship site supervisor and the college (the faculty supervisor). **It must be arranged before the activity commences.** This agreement acts in lieu of a syllabus for a regular course. It provides a basis for students to discuss learning opportunities with their supervisors and to determine how they can make a meaningful contribution. The learning agreement also encourages students to set goals for growth and development. **Please complete and turn into the Registrar before the last add/drop date of the semester.**

STUDENT INFORMATION

Student: last, first	Declared Major/Minor:		
	Student ID #:		
Current Class Level: <input type="radio"/> FR <input type="radio"/> SO <input type="radio"/> JR <input type="radio"/> SR	Semester: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer		
Current Address: street	Apt	City	State Zip
Current () Telephone:	Primary Email:		
Address while completing internship:			
Telephone while completing internship: ()			

SITE INFORMATION

Organization:	Telephone:() Ext:		
Site Supervisor: <input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Ms.	Name:		
Address: street	City	State	Zip
Fax: ()	Email:		
Start Date (mm/dd):	End Date (mm/dd):	Hours Per Week:	
Compensation: <input type="radio"/> Wage/Stipend \$ <input type="radio"/> Unpaid <input type="radio"/> Other Reimbursement:			

REGISTRATION INFORMATION

Faculty Internship Sponsor:	Department:
Course Number (244 or 444):	Grade Type: <input type="radio"/> Credit/No Credit <input type="radio"/> Letter
Number of Credits: _____ Some departments use the following guidelines to determine credit:	These activities are usually graded on a CR/NC basis. Ask your faculty sponsor about department specific expectations regarding credits and grading.
1 credit = 2.5 - 3 hours/wk X 14 weeks 2 credits = 5 - 6 hours/wk X 14 weeks 3 credits = 7.5 - 9 hours/wk X 14 weeks 4 credits = 10 - 12 hours/wk X 14 weeks	Is this a: <input type="checkbox"/> Practicum <input type="checkbox"/> Internship Title of internship/practicum (for transcript):

