Internship Requirements for Academic Credit

Goals:

- To give the students "real world" experience and exposure to the operations of the internship organization and duties of its staff.
- To challenge the student to place this experience in an academic, analytical context.

Time Commitment:

- 5 hours per week for 8 weeks – 1 Credit
- 7 hours per week for 8 weeks – 2 Credits
- 10 hours per week for 8 weeks – 4 Credits

People Involved:

- The student
- A faculty internship advisor in the Economics Department
- An internship supervisor in the host organization
- The Program Coordinator in the Economics Department

Required Scope of Work – 1 Credit:

1. Working 5 hours per week for 8 weeks assisting with the day-to-day operations of the internship organization. Exposure to the internship operations and staff duties is part of the value of an internship, from the student's perspective.
2. Doing an internship project developed with the internship supervisor, which may represent a small or large part of the internship. It may be research papers, program evaluations, web pages, presentations, displays, brochures or newsletters, financial analyses, or other tasks.
3. Maintaining a typewritten journal of the hours and activities. This should, if not already be covered in the project chosen, also contain regular reflection on the student’s experiences. You should discuss how internship relates to your courses;
4. Create a poster/web page highlighting the internship organization’s mission and the student’s activities. Include an onsite photo of the student.
5. Make a 10-slide 15-minute PowerPoint presentation to your internship supervisor on what you learned during the internship and how you added value to the company. A copy of the PowerPoint must be provided to the internship coordinator at Allegheny.

6. Ask internship supervisor to compose a feedback memo to Allegheny regarding his/her perception of your performance on your internship.

Scope of Work – 2 Credits:

1. Working 7 hours per week for 8 weeks assisting with the day-to-day operations of the internship organization. Exposure to the internship operations and staff duties is part of the value of an internship, from the student's perspective.
2. Maintaining a typewritten journal of the hours and activities. This should, if not already be covered in the project chosen, also contain regular reflection on the student’s experiences. You should discuss how internship relates to your courses.
3. Create a poster/web page highlighting the internship organization’s mission and the student’s activities. Include an onsite photo of the student.
4. Write a 5-page paper discussing how the internship experience related to an Economics Department course taken by the student. The paper must be submitted to the internship coordinator at the end of the internship.
5. Read at least one book or five articles related to the industry in which the student is working and write a 5-page paper on how the student presented ideas from the book or articles to his or her employer and resulted in a project or initiative completed by the student.
6. Complete one project for the employer that can be presented to the internship coordinator showing how the project helped improve the company’s business either with (1) new revenue; (2) expense savings; (3) added market research or (4) productivity improvement.
7. Make a 10-slide 15-minute PowerPoint presentation to your internship supervisor on what you learned during the internship and how you added value to the company. A copy of the PowerPoint must be provided to the internship coordinator at Allegheny.
8. Ask internship supervisor to compose a feedback memo to Allegheny regarding his/her perception of your performance on your internship.

Scope of Work – 4 Credits:

1. Working 10 hours per week for 8 weeks assisting with the day-to-day operations of the internship organization. Exposure to the internship operations and staff duties is part of the value of an internship, from the student's perspective;
2. Need To Accumulate 160 hours of work total including on-site work and homework
3. Maintaining a typewritten journal of the hours and activities. This should, if not already be covered in the project chosen, also contain regular reflection on the student’s experiences. You should discuss how internship relates to your courses.

4. Create a poster/web page highlighting the internship organization’s mission and the student’s activities. Include an onsite photo of the student.

5. Write a 5-page paper discussing how the internship experience related to an Economics Department course taken by the student. The paper must be submitted to the internship coordinator at the end of the internship.

6. Read at least one book or five articles related to the industry in which the student is working and write a 5 page paper on how the student presented ideas from the book or articles to his or her employer and resulted in a project or initiative completed by the student.

7. Complete one project for the employer that can be presented to the internship coordinator showing how the project helped improve the company’s business either with (1) new revenue; (2) expense savings; (3) added market research; or (4) productivity improvement.

8. Make a 10-slide 15-minute PowerPoint presentation to your internship supervisor on what you learned during the internship and how you added value to the company. A copy of the PowerPoint must be provided to the internship coordinator at Allegheny.

9. Ask internship supervisor to compose a feedback memo to Allegheny regarding his/her perception of your performance on your internship.

Timeline:

- Program Coordinator and/or faculty internship advisor contact proposed off-campus supervisor to make arrangements.
- Student and faculty advisor complete department and college registration forms prior to start of internship.
- End of 1st month: Student participates in a group internship meeting or schedules appointment with internship coordinator for one-on-one meeting.
- By last day of classes: Student turns in all required deliverables based on scope of work outlined above for desired course credit.
- During exam period: Off-campus supervisor returns end of semester assessment to Program Assistant for faculty advisor.
- By Registrar’s deadline: Faculty advisor turns in grade.

Responsibilities of each party:

Off-Campus Supervisor:

- To commit to guiding the intern in an appropriate manner.
To work with him/her on developing a proposal for a project useful to the organization and
To submit a mid-semester and end-of-semester evaluation of the student’s work (enclosed).

Student:

- Learn and respect the host organizations standards and expectations.
- Complete and submit required assignments and forms in a timely manner.

Faculty Advisor:

- Contact or delegate Program Coordinator to contact proposed off-campus supervisor to make arrangements for internship.
- Make sure all forms are completed and submitted to appropriate departments/persons.
- Review all evaluations submitted from on-site supervisor.
- Turn in grades to Registrar’s office by appropriate deadline.

Program Coordinator:

- Be available to make any contacts necessary to off-campus supervisor.
- Maintain files for internships that contain copies of all forms and assessments.
- Forward all projects and assessments to appropriate faculty advisor.