

COURSE DESCRIPTION:

The internship program in Economics and Business encourages students to discover for themselves the use of economic concepts, principles, techniques, and analysis in a practical context at various institutional settings, such as corporations, banks, business firms, government agencies, research institutes, etc. An internship provides an interesting and unique opportunity in that it enables you to find the links between academic study of liberal arts and the realities of the working world. The students are able to observe, first hand, the necessary skills required to survive and indeed, succeed in the work-day environment. They can also experience the nature of the job on a day-to-day basis, evaluate the opportunities for advancement, assess their potential in such a career and institutional setting, and finally, define and redefine their own personal career goals.

COURSE REQUIREMENTS:

1. Credits:

You may earn between 2 and 4 credit hours for your internship. For each credit hour, you are to devote a minimum total of 40 hours of work during the internship term. These total hours include your time spent at the internship site on the academic components that are listed below.

2. Successful Completion of On-Site Internship Responsibilities:

These responsibilities have been outlined and described in your on-site sponsor's job description. You might also have discussed the internship with your internship advisor (me) to analyze the strengths and potential weaknesses of your internship.

3. Weekly Journal:

You are to keep a weekly journal that will describe the type of tasks assigned, the skills needed to complete these tasks and any new skills that you acquired while on the job. Also observations about the work environment and encounters with co-workers can be made.

4. Paper:

You are to submit a typed seven to ten page paper. The paper will include a general description of the industry and the firm, agency or organization for which you work. This should include a discussion of the industry setting, the products and/or services that it sells, as well as its general corporate strategy. Next, describe the setting of your department, its function and responsibilities, i.e., how and why it is important to the firm.

The second section should analyze the skills that you have acquired during your liberal arts education at Wells and describe how they have been useful in your internship. Describe the tasks that you performed and the specific skills that were required to complete these tasks. Which skills are your strengths and which do you feel you need to work on? Finally, for this sections explain how you can integrate specific course work in Economics with your internship experience; or how you can use Economics to better understand the dynamics of your job, firm, industry and managerial strategy.

The final section should evaluate the internship. What were its strengths and weaknesses? Was there adequate supervision and structure? Was your supervisor clear in her or his instruction and expectations? What were the most important things that you take from your experience? Write this with the purpose of informing a potential intern for next year.

5. Thank-You Letter:

Write a letter to the sponsoring organization thanking them for their participation in the internship and expressing how you benefited from the experience. Give me a copy of the letter.

6. On-Site Sponsor's Evaluation:

The Office of Experiential Learning and Career Services (EL&CS) will send an Internship Evaluation form to your on-site sponsor. Ask your on-site sponsor to complete and return the form to the EL&CS. EL&CS will send a copy to me.

7. Internship Experience – Summary and Evaluation Form:

Complete this form for the EL&CS. Again, give me a copy of it.