

APPROVAL PAGE

for: ELON 4860 (Course title and number) Date submitted online 7/14/2014

For new course proposals, excluding Experimental and Variable Title courses, the following must be completed by the Library bibliographer:

The WSU Library has adequate information resources to support this proposal.

Currently, the WSU Library does not have adequate information resources to support this course. However, if this proposal is approved, a Library bibliographer will work closely with departmental faculty to acquire the information resources needed. Funding for the new resources will come from the library's budget.

EJ. Mun 10/9/2014 WSU Librarian/Date

Approval Sequence:

Chris Wade-Staperson
Department Chair/Date (or BIS Director)

[Signature] 10/13/2014
College Curriculum Committee/Date (Signature not needed on Experimental or Variable Title courses.)

Career and Technical Education Director. (Needed on new or deleted courses required in a 2-year program.)

[Signature] 10/13/14
Dean of College/Date

Courses required in programs leading to secondary undergraduate teacher certification must be approved by the University Council on Teacher Education before being submitted to the Curriculum Committee.

University Council on Teacher Education/Date

Graduate course proposals must be reviewed by the University Graduate Council before being submitted to the Curriculum Committee.

I have read the proposal and discussed it with the program director.

University Graduate Council Representative/Date

University Curriculum Committee/Date

Effective Date _____

Passed by Faculty Senate _____ Date



Course Proposals

Welcome Doris Stevenson



List of all proposals

Course Name: Economics Internship
 Course Prefix: ECON
 Course Number: 4860
 Submitted by: Doris Stevenson, dgsteven@weber.edu

Current Date: 7/14/2014 College: Business & Economics
 Department: Economics
 From Term: Spring 2015

Substantive

new
 Current Course Subject: N/A
 Current Course Number:

New/Revised Course Information:

Subject: ECON
 Course Number: 4860

Check all that apply:

This is for courses already approved for gen ed. Use a different form (<http://documents.weber.edu/catalog/forms.htm>) for proposing a new gen ed designation.

DV CA HU LS PS SS EN AI QL TA TB TC TD TE

Course Title: Economics Internship
 Abbreviated Course Title: Economics Internship
 Course Type: SUP
 Credit Hours:
 or, if variable hours: 1 3

Contact Hours:

Lecture:

Lab:

Other: A minimum of 50 hours of remote site work per credit hour, intermittent meetings with the faculty adviser as indicated by the syllabus.

Repeat Information:

Limit: 0
 Max Hrs: 3
 Grading Mode: standard

This course is/will be:

a required course in a major program

a required course in a minor program

a required course in a 1- or 2- year program

elective

Prerequisites/Co-requisites:

BSAD 2899, Senior Standing, Instructor Approval

Course description (exactly as it will appear in the catalog, including prerequisites):

A structured professional-level field experience. The student will be counseled and supervised as he/she applies and integrates the knowledge and skills obtained through the Business Economics or International Business Economics program courses. Prerequisite: BSAD 2899; Senior Standing; Instructor approval.

Justification for the new course or for changes to an existing course. (Note: Justification should emphasize academic rationale for the change or new course. This is particularly important for courses requesting upper-division status.)

Introduction of this internship course will allow Business Economics and International Business Economics majors the option of emphasizing professional skills as part of their major program. This choice already exists for other business majors and is now formally introduced as part of the business economics major. The economics department seeks to widen the format of high-impact learning practices by providing students a choice between capstone experience courses.

**INFORMATION PAGE
for substantive proposals only**

1. Did this course receive unanimous approval within the Department?

true

If not, what are the major concerns raised by the opponents?

2. If this is a new course proposal, could you achieve the desired results by revising an existing course within your department or by requiring an existing course in another department?

The new course is structured in the same way as other internship classes within the Goddard School of Business and Economics. However, the academic component required of economics majors should be supervised and evaluated by economics faculty. Given that the academic supervision of internships is time intensive for faculty, the additional workload from economics internships cannot be expected to be shouldered by another department.

3. How will the proposed course differ from similar offerings by other departments? Comment on any subject overlap between this course and topics generally taught by other departments, even if no similar courses are currently offered by the other departments. Explain any effects that this proposal will have on program requirements or enrollments in other department. Please forward letters (email communication is sufficient) from all departments that you have identified above stating their support or opposition to the proposed course.

The course is similar to Internship courses offered by the Business Administration department, but differs in the academic component and possibly the types of placements of students.

4. Is this course required for certification/accreditation of a program?

no

If so, a statement to that effect should appear in the justification and supporting documents should accompany this form.

5. For course proposals, e-mail a syllabus to Faculty Senate (mailto:kbrown4@weber.edu) which should be sufficiently detailed that the committees can determine that the course is at the appropriate level and matches the description. There should be an indication of the amount and type of outside activity required in the course (projects, research papers, homework, etc.).

Please mail a signed approval page (SignaturePage.PDF) to the Faculty Senate Office, MA 210J, MC 1033.

ECON 4860
Economics Internship
Syllabus

Instructor: Doris Geide-Stevenson
Office: WB 232
Phone: 801-626-7634 (Instructor Office)
e-mail: dgsteven@weber.edu

Office Hours: Varies depending on the semester

Required Material:

None required.

Course Description:

A structured professional-level field experience. The student will be counseled and supervised as he/she applies and integrates the knowledge and skills obtained through the Business Economics or International Economics program courses.

Pre-requisites: BSAD 2899, Senior standing, Instructor approval.

Course Requirements:

(Suggested Content)	Suggested Weight
Journal documenting tasks and reflection on experiences during the internship, including a mid-term and post-internship report.	40%
Academic research paper that relates economics subject matter to the specific tasks or the specific organization where the internship is completed.	40%
Employer assessment of performance	20%

	GRADE
93% and above	A
90% - 92.9%	A-
87% - 89.9%	B+

83% - 86.9%	B
80% - 82.9%	B-
77% - 79.9%	C+
73% - 76.9%	C
70% - 72.9%	C-
67% - 69.9%	D+
63% - 66.9%	D
60% - 62.9%	D-
Below 60%	E

Course Objectives:

This course will allow students to gain guided professional experiences within an academic context. Based on the professional experience, the student will develop a research question that will be addressed in the research paper. By engaging in meaningful professional experiences, students will be able to experience the application of academic subject matter in economics.

This course relates to the following **Learning Outcomes**

- Goddard School graduates will be effective communicators.
- Department of Economics Graduates Economics majors will be numerically literate, and possess strong written and oral communication skills.

Special Accommodations: If you have special needs, it is your responsibility to contact me during the first week of classes. Services for Students with Disabilities (SSD) in room 181 of the Student Services Center (phone: 626-6413) will coordinate reasonable accommodations.



WEBER STATE UNIVERSITY

JOHN B. GODDARD

— SCHOOL OF —
BUSINESS & ECONOMICS

DEPARTMENT OF ECONOMICS

Students Guide to Internships Fall 2015

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What is an Internship?

An internship with the right organization can provide you with valuable skills and experiences that will help you to develop your career.

An internship is a formal arrangement among the Faculty Internship Coordinator in the Department of Economics, the student (the intern), and an employer wherein a student gains supervised work experience and training for academic credit in a position related to the student's field of study. An internship must represent a significant training or learning experience under the on-site supervision of a professional in the student's major field of study.

An internship is for one academic semester. Students need to be registered for ECON 4860 Economics Internship during this semester.

Students are advised that an internship for academic credit must be related to a new position or new responsibilities. A student's present employment often does not meet this criterion. Hence, students requesting internship credit for their continuing employment may be denied or are encouraged to look for new responsibilities and a new supervisor within their present organization.

Internship Objectives

- Work experience, training, supervision, and feedback in your field of study
- Exposure to meaningful professional experiences and challenging responsibilities to enhance your university experience
- Association with professionals in the business community
- A trial employment period for potential permanent placement or recommendation to other employers
- Addition of a career-relevant data point to your resume

Academic Credit and Pay

Upon successful completion of the internship, students are granted three credit hours in internship courses ECON 4860. These credit hours fulfill a requirement within the International Business Economics major. The Department of Economics allows only one internship experience for academic credit. Most employers pay our interns an hourly wage or a fixed stipend. This is a matter between the employer and the intern.

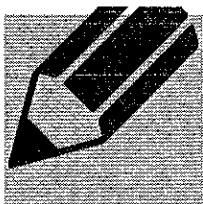
Internship Grading

You will receive a letter grade for ECON 4860. Grading for your internship is developed through your performance on a number of assessments. These include:

- Your actual performance during your internship, as assessed by your workplace supervisor
- Your interim progress report (a meeting with the Faculty Internship Coordinator)
- Your weekly journal/reflective log
- Your final internship report

Internship Eligibility and Requirements

It is important that you use the checklist below to ensure that you are eligible to apply for a GSBE internship.



Eligibility Checklist



Are you a senior enrolled as a student in the GSBE?

Do you have knowledge/skills related to your internship?

Do you have upper division course credit in Economics?

Do you have credit for ECON 2899 GSBE admission?

Where to Get Internship Opportunities

If you need help in finding a suitable internship, you can contact Pat Wheeler the Career Services Advisor for the Goddard School of Business and Economics. She often has information on employers who are offering internship opportunities. You may also arrange your own internship but must consult with the Faculty Internship Coordinator to get approval and support.

Please be aware that some internships offered by companies may not meet the necessary academic standards to qualify for a credit based internship.

Career Services Advisor Contact Details:

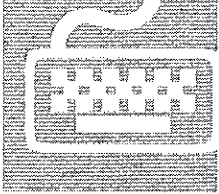
Pat Wheeler

Room 113 Wattis Building

Tel: 801-626-7914

Email: pwheeler@weber.edu

Next Steps



1. Get a job description which fully outlines your role, responsibilities and tasks whilst on the internship.
2. Send this to your Faculty Internship Specialist – see list below – so that they can make a judgment about the robustness of the proposed role.
3. Get the details of your workplace supervisor and send them to the Faculty Internship Coordinator.
4. Complete the **University Internship Agreement** (See Appendices)
5. Arrange for a meeting with the Faculty Internship Coordinator to finalize the internship application process.

Key Activities and Milestones

Once you have identified an internship and it has been agreed by both your Faculty Internship Coordinator, you will need to ensure that the following requirements and activities are fulfilled in order to gain your credit.

Your internship must be at least 150 hours of on-site work under the supervision and guidance of mentor at the site of employment.

You must complete a weekly comment journal/reflective log. This running commentary should include your specific job tasks for that week, training or learning experiences, insights on the relationship between the job experience and classroom learning, and perceptions on contributions being made by the intern. These weekly reflections might also include frank observations about the management process, leadership styles, the decision-making structure in the organization, problems and potential solutions, and your satisfactions and frustrations with your position. The journal should be submitted through Canvas at the end of your internship.

You must complete a midterm report and a face-to-face oral progress report to the Faculty Internship Coordinator after 40-60 hours of internship work experience. This oral report must provide an overview of the employer's objectives and strategy, an organizational chart showing the location of the intern's position within the hierarchy, a review of the intern's work assignments and experiences to date (based upon a review of the journal), and a review of the supervision and mentoring the intern is receiving from the employer. As a result of this oral report, the Faculty Internship Coordinator will assess the value of the internship experience and may provide additional

directions to ensure that the experience is fulfilling the intended objectives. In addition, the intern will receive feedback on the quality of the journal entries. The midterm report (1-2 pages) should be submitted via Canvas.

You must submit a **final internship report** in the specified format at the conclusion of the internship experience. (See Appendices). You may attach to your report documentation relating to tangible projects to which you contributed. This must be submitted through Canvas.

You must ensure that your **employer submits the Employer Internship Evaluation Form**. (See Appendices). A positive performance evaluation by the employer is required for academic credit. Submit the form through Canvas.

Faculty Internship Coordinator

Dr. Doris Geide-Stevenson

dgsteven@weber.edu

Phone: 801-626-7634

WB 232

Appendices

GSBE Agreement Form

GSBE Internship Agreement

Part 1. To be completed by the student

Name	_____	W Number	_____
Date	_____	Cumulative GPA	_____
Student Email:	_____	Student Tel:	_____

Internship Applied for:

Title:

Please list the upper division courses you've taken in your major:

Internship details:

Company Name	_____
Position Title	_____
Start & End Date of Internship	_____
Number of Hours/Week	_____

Supervisor Contact Details
(include position, telephone number
and email)

Part 2. To be completed by employment supervisor for student/intern

Please provide a brief overview of the internship position. This should include a description of duties, responsibilities and any training/learning opportunities. A job description may also be attached. (The purpose of this is to help the university to make a decision about the suitability of the position as a credit bearing activity.)

Please provide an outline of your organizational role and your supervisory responsibilities associated with the internship.

Part 3. Signatures of Agreement for student/intern to proceed

3a. Signature of Internship Supervisor

I agree that the student named above will be provided with at least 150 hours of managerial experience appropriate for a credit bearing management internship and that an end of internship evaluation process will be undertaken together with the completion of the confidential 'Employer Internship Evaluation Form'.

Signature _____ Date _____

Name Printed _____

NOTE: Please contact the Faculty Internship Coordinator at dgsteven@weber.edu at 801-626-7634 to discuss any issues or concerns during this internship

3b. Signature of Student

I certify that I have reviewed Weber State University's internship requirements with my proposed internship employer and that employer responsibilities for supervision and evaluation were explained.

Signature _____ Date _____

Name Printed _____

3c. Signature of Faculty Internship Coordinator

On behalf of the Department of Business and Administration, I approve the above as an appropriate internship opportunity for the award of credit from the GSBE. The student has been hired for this position and is authorized to enroll for the appropriate 4860 series course.

Signature _____ Date _____

Name Printed _____

ECON 4860: Internship Program

Student MID-SEMESTER REPORT

1. Describe your internship responsibilities and duties. How do they differ from your original contract, if at all?
2. Discuss areas where your strengths have been used to the best advantage.
3. Discuss any areas where you felt inadequate. What courses might help you overcome your concerns?
4. How does your internship organization challenge you to keep busy and test your knowledge and skills?
5. Discuss your satisfaction with the supervision that you have had in terms of adequate instructions and feedback.
6. Share your most successful, satisfying moment thus far in the internship.
7. What can YOU do to make your internship even more rewarding for you?

ECON 4860: Internship Program

Student FINAL REPORT

1. Describe your major learning experiences since your midterm report. What did you achieve that you are proud of?
2. What did you do to overcome any concerns you have had since the midterm report?
3. Now that you have finished the internship, what do you see as your professional strengths and weaknesses?
4. What did you learn about the internship organization that you were unaware of before you started the internship?
5. Which specific academic concepts did you see at work in your internship experience. Give specific examples from the academic literature and apply them to your experience. Find links between your academic course work and your professional experience. The answer to this question should be in substantially more depth than the answers to the other questions.
6. Would you recommend this particular internship for other members of your program? Why or why not?

ECON 4860 Internship Program INTERN SURVEY

Semester: _____ Year: _____

Organization: _____

Supervisor: _____ Title: _____

Job duties/responsibilities: _____

Pay Compensation for Internship:

- Unpaid: _____
- Paid at pay rate of: _____ per hour
- Paid by stipend of: _____
- Other: _____

Working environment:

- _____ Worked at company office
- _____ Worked mostly at home
- _____ Worked partly at home and partly in company office
- _____ Traveled for the company, working "in the field"

Other: _____

Explain, if necessary: _____

Satisfaction with internship factors:

	Unsatisfied		Extremely satisfied	
1. Pay/compensation	1	2	3	4
2. Quantity of job responsibilities assigned	1	2	3	4
3. Quality of job responsibilities assigned	1	2	3	4
4. Amount of coaching provided	1	2	3	4
5. Evaluation feedback provided from supervisor	1	2	3	4
6. Instructions given to complete work projects	1	2	3	4
7. Positive work climate	1	2	3	4
8. Interaction with other employees	1	2	3	4

RECOMMENDATION TO OTHER INTERNS:

Definitely recommend this internship:

Might recommend this internship, depending upon:

Would NOT recommend this internship, because:

General Comments:

**Department of Economics
Weber State University**

Internship Program

Packet for Internship Supervisor

ECON 4860

Internship Adviser:

Dr. Geide-Stevenson
(W) 801-626-8129
Email: dgsteven@weber.edu

Department of Economics
Weber State University
1337 Edvalson St Dept. 3807
Ogden, UT 84408-3807

http://www.weber.edu/SBE/Economics_Home.html

ECON 4860: Internship Program

Memo to the Supervisor

The Department of Economics faculty recognize that students can greatly benefit from a structured exposure to their field of study by a professional in the field. Therefore, we have developed an internship program where students can work side by side with professionals in their fields, thereby gaining first-hand, practical experience to refine and supplement what they have learned in the classroom. By giving our students the opportunity to work with you, you are helping them to apply their knowledge and skills in real-life situations. Thank you for giving them this opportunity to learn from you.

Prior to receiving this packet, you should have completed an internship contract, signed by you and the student, which s/he returned to the internship adviser to approve this internship.

If you have any questions or concerns about the internship, please do not hesitate to contact the internship adviser, by phone or email, as shown on the cover sheet.

Your Supervisory Packet Contents Page

- Letter of Reference for Student
- Organization Internship Evaluation

ECON 4860: Internship Program

TEMPLATE FOR LETTER OF REFERENCE

Instructions: Use the template below as a blueprint to create a letter of reference for the student on company letterhead, if possible. This letter will verify for future employers that the student completed specific projects and assignments. Please list the names of the particular projects or tasks completed.

TO: Whom It May Concern

FROM: [Supervisor's name, Title]

[Organization]

DATE:

RE: Letter of Reference for [Student Intern]

This letter certifies that [student name] completed an internship for [company or organization name] from [month] to [month], [year], consisting of approximately [usually 180 or 120 or 60] hours.

During this time, [student name] was assigned the following responsibilities and projects:

-
-
-

In completing these assignments, [student intern] demonstrated ____ [Choose from the list below or add your own] by ____ [give an example].

[creativity, interpersonal and team skills, dependability and responsibility, writing and research skills, ability to work independently, etc.]

[If appropriate, end with a recommendation for hiring student in a particular capacity, based on his or her contribution to your organization.]

Sincerely,

[your signature] Internship Supervisor

ECON 4860: Internship Program

INTERNSHIP SUPERVISOR SURVEY

This form is to be completed by the employer after a formal face-to-face evaluation and feedback session with the intern at the conclusion of the internship.

Note: Careful completion of this form is essential to the University for assessing (1) the value of the internship as a supervised learning experience and (2) the intern's performance.

Beginning date of internship: _____ Ending date of internship: _____

Did this period of employment incorporate at least 150 hours? _____

Name of student intern: _____

Your name: _____ Your title: _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

Pay/ compensation for Internship:

- Unpaid:
- Paid at pay rate of:
- Paid by stipend of:
- Other:

Please circle the numbers that represent your opinion of the student intern in the following areas:

	Poor					Superior	Not Applicable
	1	2	3	4	5		
Overall Job Performance							
Writing Skills							
Research Skills							
Problem Solving							

Skills						
Interpersonal Skills	1	2	3	4	5	
Working Independently	1	2	3	4	5	
Comparison with other Interns	1	2	3	4	5	

If I had a position, I would hire this student: Absolutely _____ Possibly _____ Unlikely _____

If applicable, compare this student to graduates of other universities

Bottom one-third _____

Middle one-third _____

Top One-third _____

N/A _____

Please provide summary minutes of the feedback and evaluation session you had with the intern. Specifically mention areas of growth and or learning, new skill development, engagement with the organization and benefits that the student has brought to the organization.

Do you have any comments or suggestions that would enhance the economics major or internship program at WSU?

Signature (Internship Supervisor): _____ Date: _____

