
ECON 399: Learning Contract

Economics 399 provides students with the opportunity to earn academic credit for an economics-based internship experience. Students learn by connecting classroom theory and practical experience through the completion of an academic project.

Site Learning Objectives

The written job description and learning objectives should clearly describe what you intend to accomplish during your internship. **Your site supervisor and internship instructor, who may suggest changes or additions, will review them.** They can be changed during the quarter if all parties agree that revision is appropriate.

At the end of the quarter, your site supervisor will evaluate how well you accomplished each of the objectives.

Job Description, Duties and Responsibilities: Students should provide active services to the host organization. They should **not** perform inappropriate clerical or maintenance duties. What will you do as an intern? Describe the responsibilities of this position. Be specific.

Learning Objectives: Based on the description you wrote above, what skills/knowledge will you acquire by participating in this internship. The objectives should be measurable and specific. (For example: I will learn how Company XYZ evaluates a portfolio for diversity, **NOT** I will learn about stocks.) Write at least 3 learning objectives.

- 1.
- 2.
- 3.
- 4.

Name _____ Student # _____ Quarter _____ Year _____

Learning Strategies/Activities: What specific activities will you be participating in to reach the learning objectives listed above? How will your job responsibilities and academic project/paper contribute to your learning?

1.

2.

3.

Site Supervision: What training will you receive? How will you and your supervisor evaluate your work and progress?

Student's Signature	Date	Supervisor's Initials
Site Supervisor's Signature	Date	
Internship Instructor's Signature	Date	

Academic Project

Project Topic: Based on your learning objectives, list a topic for your final paper or project that will be handed in for academic credit. **This paper or project MUST integrate your fieldwork with analytic, conceptual, critical, and/or theoretical knowledge from your classroom experiences, and NOT be simply a log or record of your internship experience.**

Sources: You are agreeing to complete research outside of the time spent at your internship to integrate your experience with your academic work. List at least 3 sources that you will use. Be specific. (Academic sources are textbooks, journal articles, scholarly books, etc. You should not rely on non-academic websites or informal interviews.) How do these sources relate to your topic?

- 1.

- 2.

- 3.

Contact Times: How often will you be in contact with the internship instructor (note: this must be at least once every other week.) How will you communicate (office visits, e-mails, telephone calls, etc.)?

You are expected to have a mid-quarter check-in meeting with the internship instructor. This should be held in person.

Midterm meeting date: _____

Due Dates: Proposal _____ Rough Draft _____ Final Draft _____

Applicant's Affirmation: I understand that the responsibility for successfully completing this internship and earning academic credit is my own. Success depends on my work performance at the internship site and completing the academic requirements in the allotted time. I also understand that an internship is a professional experience and that I should conduct myself in a professional manner during the course of my internship service.

Student's Signature	Date
Faculty Advisor's Signature	Date
Site Supervisor's Signature	Date

Please give a copy of your signed, completed learning contract to an economics undergraduate advisor, and to your site supervisor, and keep one for yourself. Turn the original in to your faculty advisor. Your completed application is due by the 1st Friday of the quarter.