ECON 489: Internship
Course Syllabus

A. Instructor Information
Instructor Name: Dr. Wendel
Office Location: AB 319 D
Phone Number: 775-784-6695
Email Address: wendel@unr.edu
Office Hours: by appointment

B. Catalogue Information
- **Course Description:** Internship with business firms and organizations, providing students with practical experience and applied problems in economics.
- **Pre-requisites:** ECON 102, ECON 103, major or minor in economics, junior or senior standing, permission of the instructor. ECON 302 and ECON 303 recommended.
- **This class meets the CO14 objective.** Students will be able to demonstrate their knowledge and skills developed in previous Core and major classes by completing a project or structured experience of practical significance.
- **Maximum of 6 credits.**

C. Course Objectives
1. To provide opportunities for students to apply knowledge and skills from classes in economics and related subjects, to address a business or policy issue.
2. To develop knowledge, awareness, and skills needed to effectively address business and policy issues.

D. Student Learning Outcomes
1. Students will be able to work in a professional setting, understand a specific issue posed by the employer, and relevant contextual information that frames the issue.
2. Students will be able to effectively utilize academic journal articles to gain insight about a business or policy issue, and apply that knowledge as they work to address the issue.
3. Students will be able to apply knowledge and skills from classes in economics and related subjects, to address a business or policy issue.

E. Required Textbooks
There is no required textbook for this course.

F. Organizational details
Students must complete 4 steps to organize an internship.
1. Identify an appropriate internship opportunity with an employer organization. This internship should give you an opportunity to apply your economics knowledge and skills to address an issue posed by the employer. As you engage in this work, you will learn about the employer’s specific issues and strategies for addressing them.
2. Complete the COBA Dean’s office internship form.
3. Discuss the internship with the course instructor. Write a 1-2 page proposal for the internship project. (Additional details provided below). Discuss the proposal with the course instructor, and with the internship-site supervisor to ensure that the three of us have a clear shared understanding of the project.
4. Discuss the number of credits for this internship with the course instructor. Students should expect to spend 45 hours working for the employer and completing the project per credit.
5. Register for the class.

G. Internship projects

Internship projects offer an opportunity to apply knowledge and skills acquired in economics and related classes to business or policy issue specified by an employer. Students will complete the following steps:

1. Identify the issue to be addressed. Write a 1-2 page proposal. Obtain written approval and agreement from the internship employment supervisor, and from the course instructor. Ascertain whether we need to address any issues regarding information-sharing, and address these issues.
2. Identify economics concepts that may be useful. Discuss the ideas with the course instructor. Use Econlit and Google Scholar to search the economics literature for useful information.
3. Turn in an annotated bibliography (approximately 5 pages; 2-3 paragraphs for each source) that summarizes the potentially useful information.
4. Complete the project specified by your employer.
5. Write a report. Use business-style writing. Use the following outline:
   a. Specify the issue. Include relevant contextual information.
   b. Summarize useful economics concepts and evidence from the academic or professional literatures.
   c. Explain how you applied this information to help you address the issue.
   d. Discuss your conclusions.

H. grading policy

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<tr>
<th>Possible points</th>
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<tbody>
<tr>
<td>evaluation comments from the internship employment supervisor.</td>
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<tr>
<td>Internship project report</td>
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<tr>
<td>Proposal</td>
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<td>Clear statement of the issue to be addressed in the report</td>
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<td>Clear explanation of the economics concepts or skills that may be useful for analyzing this issue</td>
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<tr>
<td>Annotated bibliography</td>
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<tr>
<td>Total points for proposal</td>
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<tr>
<td>Report</td>
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<tr>
<td>Format and writing style similar to either academic journal article or Congressional Budget Office report</td>
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<tr>
<td>300 word abstract</td>
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<tr>
<td>Introduction: clear statement of the question or issue to be addressed</td>
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<td>Literature review: description of information presented in published literature that will be used in the report</td>
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<td>Data and/or methodology: explanation of data and/or methods used to analyze the issue</td>
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<td>Results of your analysis</td>
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<td>Conclusion that explains the implications of the results</td>
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<td>Total points for report</td>
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Grading scale:

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<thead>
<tr>
<th>points</th>
<th>grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
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<tr>
<td>80-89.9</td>
<td>B</td>
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<td>70-79.9</td>
<td>C</td>
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<td>60-69.9</td>
<td>D</td>
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<td>&lt; 60</td>
<td>F</td>
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I. Course/University Policies

Academic Standards: Cheating, plagiarism or otherwise obtaining grades under false pretenses constitute academic dishonesty according to the code of this university. Academic dishonesty will not be tolerated and penalties can include canceling a student's enrollment without a grade, giving an F for the course or for the assignment. For more details, see the University of Nevada, Reno General Catalog.

Audio and Video Recording: Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

Student Conduct:

Working in the Community. This course provides students the opportunity to meet and interact with professionals, support staff, and often clients and/or patients. Your actions and attitudes become the basis of how others perceive you. To be perceived as a professional, it is important that you:

- Be punctual.
- Be respectful of everyone you meet.
- Complete your assigned work to the best of your ability; requiring only minimal training and supervision. Use the resources available to you before asking for assistance.
- Adhere to the policies and procedures of the agency. This includes but is not limited to appropriate dress; communication with clients and employees; record-keeping; and client/patient privacy.
- Demonstrate appreciation for the opportunity to contribute to the efforts of the community agency or program.
- Avoid making personal phone calls, taking care of personal business or texting while completing your hours.
- Remember that when you are working in the community, you are not only representing yourself but UNR as well.

Working Online (Adapted from: http://www.albion.com/netiquette/corerules.html).

When you are working in an online environment, such as email, information is shared solely via the written word. Other important features of communication are absent (e.g., body language, voice tone).

- Think carefully about the content of your message before posting it.
- Proof-read all your messages and posts. Check for clarity, grammar and spelling errors, and poorly constructed sentences.
In general, avoid humor and sarcasm. These frequently depend either on facial or tone-of-voice cues absent in text communication or on familiarity with the reader.

DO NOT TYPE IN ALL CAPS. This is regarded by many as shouting.

University Resources
Disability Services: Any student with a disability needing academic adjustments or accommodations is requested to speak with me or the Disability Resource Center (Thompson Building, Suite 101) as soon as possible to arrange for appropriate accommodations.

Academic Success Services: Your student fees cover usage of the Math Center (784-4433 or www.unr.edu/mathcenter/), Tutoring Center (784-6801 or www.unr.edu/tutoring-center), and University Writing Center (784-6030 or http://www.unr.edu/writing-center). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.