

Department of Economics

Request for Approval of Internship for Academic Credit Form

(ECN 92, ECN 192)

To be completed by the student:

1. **Submit offer letter from your employer with the following required information:**
 - a. Job title
 - b. Start and end dates
 - c. Internship duties
 - d. Paid or Unpaid
 - e. Hours per week
2. **Complete *Request for Approval of Internship for Academic Credit form* (this document).**
 - a. Must be submitted by the 20th day of instruction to be considered for the current term.
 - b. For Summer Sessions, must be submitted by the 10th day of instruction to be considered for the current term.
3. **Submit both offer letter and form via email to ehadvisingcenter@ucdavis.edu.**
 - a. If requesting CPT approval, please state this in your email and an advisor will reach out to you with further information.
4. **Fulfill all contractual obligations agreed upon with faculty advisor**, including submission of required report or research paper one day before finals week begins via email. (Unit rubric and corresponding paper requirement below).

Upon approval from the faculty advisor, the Advising Office will issue your CRN to enroll in ECN 92 or ECN 192 for the academic term. Students are eligible for 6 units total, across all quarters.

To be completed by the student (REQUIRED):

Name: _____ Quarter/Year for Internship: _____

Student ID: _____ Major(s): _____

Email: _____ Phone: _____

Internship Location: _____

Internship Position: _____

Number of Hours per week: _____ Number of Internship Units Already Received: _____

Describe how this internship is related to an economics-related field: (Additional paperwork may be attached). ***Applications without a description or offer letter from the employer will not be accepted.***

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To be completed by the faculty advisor and advising office:

Criteria needed for awarding a passing grade:

Select One	Credits	Hours per week working as intern	Other requirements
	1	Unpaid: 3-5 Paid: 5+	5-7 page report describing how concepts and practices learned during the internship relate to economic theory or econometric techniques learned in regular Economics coursework
	2	Unpaid: 6-8	5-7 page report describing how concepts and practices learned during the internship relate to economic theory or econometric techniques learned in regular Economics coursework
	3	Unpaid: 9-11	Internship with a heavy research and educational component, plus a 10-page research paper containing at least 10 fact-checked citations (not blogs or Wikipedia), a full formal bibliography, and proper citations (Chicago or MLA). Page count does not include bibliography. GPA of 3.0 or higher
	4	Unpaid: 12+	Internship with a heavy research and educational component, plus a 15-page research paper containing at least 10 fact-checked citations (not blogs or Wikipedia), a full formal bibliography, and proper citations (Chicago or MLA). Page count does not include bibliography. GPA of 3.0 or higher

Number of ECN 92, 192 (circle one) unit(s) issued: _____

CRN: _____

Date Issued: _____

Initials of Advisor: _____

Instructor Signature/Date

Department Chair Signature/Date