

## **ECON386: Experiential Learning Internship Application & Contract**

This entire application must be completed with student & supervisor signatures prior to submission. Students must also submit a current resume with application.

Note: Acceptance to ECON386 is <u>not</u> guaranteed and is at the discretion of the ECON Department based on the quality of the application and the eligibility criteria outlined on <u>http://ter.ps/ECON386</u>.

## STUDENT INFORMATION

Name:	Additional Major (if applicable):
UID:	Anticipated Graduation Date:
E-mail:	*Current Credits Earned:
Telephone:	*Current UMD GPA:
Address:	Semester you became an ECON Major:

\*This information can be found on your unofficial transcript at <u>www.testudo.umd.edu</u>.

## **DETAILS OF INTERNSHIP**

Internship Title:	
Name of Organization/Company:	
Organization/Company Address:	
Supervisor's Name:	
Supervisor's Title:	
Supervisor's Email:	
Supervisor's Phone Number:	
Semester and Year Interning:	
Start Date:	Hours per week:
End Date:	*Total hours for Internship:

\*Unless otherwise specified by the ECON386 coordinator, the total hours for your internship only include those from the first day of the term in which you are enrolled in ECON386 through the end of that term.

How did you find your internship (ECON Blog, Careers4Terps, networking, etc.)?

How much of the internship will be remote versus in-person?

- $\Box$  Completely in-person
- □ Mostly in-person with occasional remote days
- $\Box$  Mostly remote with occasional in-person days
- □ Completely remote
- □ Other: \_\_\_\_\_

What will your internship schedule be? When working with your supervisor to create a schedule, be sure to factor in your course schedule and commute time. Please indicate which, if any, hours will be remote. **Example:** Monday 12-4pm (Remote), Wednesday 12-5pm, and Friday 10am-4pm

Students with a mostly remote or completely remote internship must answer questions A through C. Students with a completely in-person or mostly in-person internship can skip to the next page (page 3).

- a. Will the student intern have access to the organization's virtual work space (i.e. server, or an online project management or document-sharing tool, such as Office 365, Google Docs, or a similar program)?
- b. Will the student intern be provided with a company laptop and/or other equipment for remote work?

c. How will meetings/check-ins between the student intern and the supervisor take place (i.e. Zoom, Skype, phone, email)? How often?

## **DESCRIPTION OF INTERNSHIP\***

1. List your SPECIFIC job responsibilities. This should be a detailed list of the duties/activities you will be completing, including assignments and/or projects you will carry out during this internship:

2. How is this internship related to economics? Now that you've outlined your internship activities, explain how you will be using your economic skills and knowledge to complete these activities:

3. How does this internship apply to your career goals?

4. When and how will your performance be evaluated at your internship site? How often will you have formal feedback sessions with your site supervisor?

\*If more space is needed, you may attach an additional page.

The student is solely responsible for meeting all of the requirements of the course which are outlined on our website <u>http://ter.ps/ECON386</u> and ECON386 syllabus, and by signing this contract indicates that s/he understands the requirements and that failure to meet **any** of the requirements will result in a grade of "F."

Student Signature/Date (cursive in pen or Adobe verify signature) Site Supervisor Signature/Date (cursive in pen or Adobe verify signature)

**INCLUDE A COPY OF YOUR RESUME**