



## Department of Economics

### ECON 199: Economics Internship – Zero Credit

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#### Course Facilitators

If you have any question, please email to Econ Career Services ([econ-careers@illinois.edu](mailto:econ-careers@illinois.edu)).

**Ann Mary George**, Career Advisor

Office: 215A DKH, [ageorge6@illinois.edu](mailto:ageorge6@illinois.edu)

**Runhong Lu**, Career Advisor

Office: 215A DKH, [rlu12@illinois.edu](mailto:rlu12@illinois.edu)

**Melissa Newell**, Ed.M., Associate Director of Undergraduate Studies

Office: 214 DKH, (217)333-2682, [menewell@illinois.edu](mailto:menewell@illinois.edu)

#### Office Hours

By appointment, please e-mail to set up a time.

**Class meets:** ONLINE—Moodle

#### Course description

This internship course is designed to provide students an opportunity to apply the skills and concepts learned in Economics classes to a work environment. Students will complete internships of their choosing under supervision and will be expected to complete activities online including a reflective paper and presentation. The goal of this course is to provide an experience that will form a connection between a student's academic career and career goals for the future.

#### Learning objectives

After completing this course, students will:

- Relate concepts and theories learned in previous coursework to the internship experience.
- Understand working in a professional environment and how to project a professional image.
- Acquire valuable work experience in the "real world."
- Be familiar with preparing a resume and cover letter for future job searches.
- Reflect on the relevance of the internship experience.

#### Credit and Grade

No Credit Hour is awarded for the completion of the course. There are no prerequisites for this course, but you must be a registered Economics major. The course is given a Satisfactory or Non-Satisfactory grade upon completion.

#### Course Website

The course is completely online, so please make sure to log into the website to complete the assignments as they are available.

**Moodle** <https://learn.illinois.edu/>

#### Class Meetings:

There are no set meeting times for the class; everything is asynchronous online. Please make sure to log into the website every few days to view upcoming assignments and read any content posted.

#### Course Credit will be Graded Satisfactory based on the following:

- Assignments completed and submitted online by due dates
- Reflection Paper

**All assignments should be submitted error-free (spell check and correct format). Please read assignment carefully and submit as requested. If you have questions about any of the assignments, please be sure to contact the course instructors as early as possible.** It is encouraged that you complete assignments ahead of time.

### **Optional Assignments**

- Weekly Journal Entries:
  - Weekly journal entries are optional. However, it would be highly recommended if you complete it every week to keep track of your internship for your own benefit.
- End-of-course Presentation:
  - For 0 credit hour, the assignment of presentation on your internship is not required. However, if you want to practice your skills of presentation and talking in front of public, this would be an extremely great opportunity. Please contact the course facilitators if you would like to deliver a presentation at the end of the course.

### **Late Submissions:**

For any late submission of the assignments, extra make-ups are allowed. Please contact course instructors for details.

### **Academic Integrity**

Consistent with University policy, violations of academic integrity are considered a serious offense. A student who is discovered to have violated academic integrity in this course will be subject to the penalties discussed in Section 33 of the Code of Policies and Regulations Applying to All Students. Examples of penalties which may be imposed include a failing grade for the course.

See [http://admin.illinois.edu/policy/code/article1\\_part4\\_1-402.html](http://admin.illinois.edu/policy/code/article1_part4_1-402.html) for further details.

Academic integrity is a serious matter. You are encouraged to review the student code so you are aware of your rights and responsibilities as a student.

The Student Code can be found at: <http://admin.illinois.edu/policy/code/>

### **Disability Accommodations**

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TTY), or [disability@illinois.edu](mailto:disability@illinois.edu).

## **COMPLETE CLASS SCHEDULE (also see the [learn.illinois.edu](http://learn.illinois.edu) website)**

<b>Date</b>	<b>Week</b>	<b>Class Topics</b>	<b>Assignments</b>
<b>6/13-6/19</b>	<b>#1</b>	Welcome and Preview of Internship Positions; Get started to network! – connect with 2 persons (LinkedIn) each week	Company/Position Description*—Due 11:55pm, 6/26 Connect with 2 persons—Due 11:55pm, 6/26
<b>6/20-6/26</b>	<b>#2</b>	Interning with Intention: Getting the most out of your internship	Internship Goals Discussion*—Due 11:55pm, 7/3 Connect with 2 persons—Due 11:55pm, 7/3
<b>6/27-7/3</b>	<b>#3</b>	Understanding your office space and coworkers	Direct SPV interview*—Due 11:55pm, 7/10 Connect with 2 persons—Due 11:55pm, 7/10
<b>7/4-7/10</b>	<b>#4</b>	Expanding your network during your internship	Personal networking strategies*—Due 11:55pm, 7/17 Connect with 2 persons—Due 11:55pm, 7/17
<b>7/11-7/17</b>	<b>#5</b>	Updating and Maintaining your Resume	Resume*—Due 11:55pm, 7/24 Connect with 2 persons—Due 11:55pm, 7/24
<b>7/18-7/24</b>	<b>#6</b>	Putting Your Economics Degree to Use	Econ on the Job*—Due 11:55pm, 7/31 Connect with 2 persons—Due 11:55pm, 7/31
<b>7/25-7/31</b>	<b>#7</b>	Interview with an Executive	CEO interview*—Due 11:55pm, 8/7 Connect with 2 persons—Due 11:55pm, 8/7
<b>8/1-8/7</b>	<b>#8</b>	Finishing Strong: Ending your internship on a strong note	Reflection Paper, Due 11:55pm, 8/9 Connect with 2 persons—Due 11:55pm, 8/9 Updated Resume —Due 11:55pm, 8/9

Note:

\*Your entries to these assignments can be seen by all other students.