UCONN
UNIVERSITY OF CONNECTICUT

Course and Instructor Information

NOTE: I may make modifications to the course requirements, grading, and content as the semester unfolds.

Course Title: Internship Field Study ECON 2481
Credits: 3
Prerequisites: Variable credit to a maximum of 6 credits in a semester. May be repeated for credit to a maximum of 15 credits. Hours by arrangement. Prerequisite: Instructor consent required; students must have: nine credits of 2000-level or above economics courses (six of which may be concurrent); students must be at least 6th-semester and have a minimum GPA of 2.25 or a minimum of 2.5 in economics courses at the 2000-level or above; students must secure a satisfactory intern position before the end of the second week of the semester of enrollment in this course; they should begin consultation with the instructor several months in advance. The credits count toward the 120 credits required for graduation, but do not count toward the 24 credits for the economics major. Students taking this course will be assigned a final grade of S (satisfactory) or U (unsatisfactory).

Professor: Oskar Harmon

Email: harmon@uconn.edu
Telephone: Cell phone (518) 496-7642
Office Hours/Availability: TBA

Course Description

Supervised field work, relevant to some area of economics, with a business firm, government agency or non-profit organization. Evaluation by the field supervisor, and by the instructor (based on periodic journal entries submitted by the student). Students will complete the application form. Upon acceptance the Learning Agreement (available in the HuskyCT website for the course) is to be completed is to be completed. Students are expected to make periodic entries to the journal at the HuskyCT website for the course, and to fulfill the duties for the internship that are expected by their on-site supervisor. If any questions arise, please contact the course instructor.

Course Materials

InternQube: Professional Skills for the Workplace (Version 3.0). Click here for a paper copy at $17.95. Click here for a Kindle copy at $7.99.
During the semester additional reading and video resources will be made available in HuskyCT

Course Objectives

The internship is an experiential job placement designed to enhance the knowledge, skills, and abilities of the student, enhance their employability, and requires a student to perform specific work at the host's site.

Course Outline

1. Module 1: Internship vs. Classroom Learning
    a. Experiential learning as compared to classroom learning
    b. Application for Internship
    c. Learning Agreement

2. Module 2: Economics and Internship
    a. How the classroom taught economic concepts, principles, theories, and procedures used in an internship

3. Module 3: Essential Internship Skills
    a. Using the soft job skills (e.g., interpersonal, communication, information technology, numerical) for success at work
    b. Identify essential internship/job skills and discuss them with your peers.

4. Module 4: Internship, Job Skills, and Economics Knowledge
    a. Reflection on how the internship experience enhanced your job skills and knowledge of economics?

5. Module 5: Internship and post-graduation employment
    a. How your internship experience help you with your search for and performance in employment after graduation?
    b. Update internship résumé and update

6. Module 6: Employment Opportunities, Professional networking
    a. Husky Career Link
    b. LinkedIn Profile

Course Requirements and Grading

REQUIRED DOCUMENTS:

Document	Due Date
Internship Learning Agreement	Required for enrollment
Intern Orientation Checklist	Last day of Module 1
Field Supervisor Evaluation Report	Last Day of Classes

Internship Learning Agreement
Once you secure an internship (read this) complete and submit the online Internship Application for ECON 2481 Stamford Campus . When I receive your application and if I approve it, then download and print the Internship Learning Agreement. Have it signed by your employment on-site supervisor, make a PDF, email me a copy, and (save the PDF to upload in HuskyCT into the Assignment#1 Internship Agreement once the Semester begins. *To receive a permission number to enroll in this course, you must submit the completed and signed Learning Agreement.*

Intern Orientation Checklist
Download/print the Intern Orientation Checklist and meet with your Field Supervisor early in your internship, preferably your first meeting, to go over the list. At the meeting, get the checklist signed by your supervisor. Then submit a scanned copy of the signed form via HuskyCT. If you don't have access to a scanner, consider taking a picture with your cell phone or you may fax it to me (860.486.4463) or put it in my mailbox (Room 309, Oak Hall). The signed copy of the checklist is due by the last day of Module 1.

Field Supervisor Evaluation Report
This course requires your Field Supervisor to submit an Evaluation Report by the last day of classes of the session/semester. I will contact your supervisor directly by email and send him or her a blank copy of the Report to complete. It may be a good idea for you check with your Field Supervisor to make sure that they're working on the Report and that it will be submitted before the last day of Module 5.

SUMMARY OF COURSE GRADING:

Course Components	Weight
Journals (4 at 12.5 points each)	50 pts.
Evaluation Report	25 pts.

Resumé	20 pts.
Intern Orientation Checklist	5 pts
Total	100 pts.

Journal

The journal entries are key to your reflection process as a learner. Journals entries are private, and only viewable by the instructor. Other students will not be able to see your posts. There are 4 journal entries in the course, each graded on a 12.5 point scale. Grading and feedback will be provided based on a rubric (available in HuskyCT).

Field Supervisor Evaluation Report

Resumé

This assignment will ask you to prepare your résumé for a real job posting of interest. You should incorporate your internship experience into that résumé . If you need assistance with this assignment, please contact UCONN Center for Career Development. This assignment will be graded out of 20 points. Grading and feedback will be provided based on a rubric (available in HuskyCT).

GRADING:
The course is **graded on an S/U (Satisfactory/Unsatisfactory) basis**. To receive a "Satisfactory" grade:
- You must submit the "Intern Orientation Checklist"
- Your Field Supervisor must submit the "Field Supervisor Evaluation Report", and
- You must earn 85 points or higher (out of a possible 100 points) from graded requirements.

If any questions arise, please contact the course instructor.

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Student Responsibilities and Resources

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As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. This section provides a brief overview to important standards, policies and resources.

Student Code

You are responsible for acting in accordance with the University of Connecticut's Student Code Review and become familiar with these expectations. In particular, make sure you have read the section that applies to you on Academic Integrity:

- Academic Integrity in Undergraduate Education and Research
- Academic Integrity in Graduate Education and Research

Cheating and plagiarism are taken very seriously at the University of Connecticut. As a student, it is your responsibility to avoid plagiarism. If you need more information about the subject of plagiarism, use the following resources:

- Plagiarism: How to Recognize it and How to Avoid It
- University of Connecticut Libraries' Student Instruction (includes research, citing and writing resources)

Absence from Final Exam

Copyright

Copyrighted materials within the course are only for the use of students enrolled in the course for purposes associated with this course and may not be retained or further disseminated.

Netiquette and Communication

At all times, course communication with fellow students and the instructor are to be professional and courteous. It is expected

that you proofread all your written communication, including discussion posts, assignment submissions, and mail messages. If you are new to online learning or need a netiquette refresher, please look at this guide titled, The Core Rules of Netiquette.

Adding or Dropping a Course

If you should decide to add or drop a course, there are official procedures to follow:
- Matriculated students should add or drop a course through the Student Administration System.
- Non-degree students should refer to Non-Degree Add/Drop Information located on the registrar's website.

You must officially drop a course to avoid receiving an "F" on your permanent transcript. Simply discontinuing class or informing the instructor you want to drop does not constitute an official drop of the course. For more information, refer to the:

- Undergraduate Catalog
- Graduate Catalog

Academic Calendar

The University's Academic Calendar contains important semester dates.

Academic Support Resources

Technology and Academic Help provides a guide to technical and academic assistance.

University Counseling & Mental Health Services

Students with Disabilities

Students needing special accommodations should work with the University's Center for Students with Disabilities (CSD). You may contact CSD by calling (860) 486-2020 or by emailing csd@uconn.edu. If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special arrangements can be made. (Note: Student requests for accommodation must be filed each semester.) The University Policy Statement.

Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government." (Retrieved March 24, 2013 from Blackboard's website)

Policy against Discrimination, Harassment and Related Interpersonal Violence

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate amorous relationships can undermine the University's mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate amorous relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University. Additionally, to protect the campus community, all non-confidential University employees (including faculty) are required to report sexual assaults, intimate partner violence, and/or stalking involving a student that they witness or are told about to the Office of Institutional Equity. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help.
More information is available at equity.uconn.edu and titleix.uconn.edu. and http://provost.uconn.edu/syllabi-references/,

Software Requirements and Technical Help
- Word processing software

- [Adobe Acrobat Reader](#)
- Internet access

This course is completely facilitated online using the learning management platform, [HuskyCT](#). If you have difficulty accessing HuskyCT, students have access to the in person/live person support options available during regular business hours through [HuskyTech](#). Students also have [24x7 Course Support](#) including access to live chat, phone, and support documents.

<table>
<tr><td>Minimum Technical Skills</td></tr>
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To be successful in this course, you will need the following technical skills:

- Use electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.

University students are expected to demonstrate competency in Computer Technology. Explore the [Computer Technology Competencies](#) page for more information.