

## ECONS 497 INTERNSHIP

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An internship must be at least eight weeks in duration. It will require approximately 135 contact hours per 3 credits (as a minimum). This would be about 10 hours per week during the semester, and 17 per week for 8 week summer session.

**\*The internship credits MUST be taken while you are working as an intern. Credits cannot be added for past internship experiences.\***

How to sign up for Econs 497 credits:

1. Connect with Shanna Hiscock (Hulbert 103K or [shanna.hiscock@wsu.edu](mailto:shanna.hiscock@wsu.edu)) or connect with Dr. Eric Jessup (Hulbert 301C or [eric\\_jessup@wsu.edu](mailto:eric_jessup@wsu.edu)) to get pre-approval for using the position you found to count towards Econs 497.
2. Once approved, you will want to print and read the packet completely.
3. Complete the Statement of Intent *form* and *letter* and Attachment C, including signature from your internship supervisor. Visit Dr. Eric Jessup for official paperwork approval and signature.
4. Bring paperwork to Shanna once you've obtain all signatures.
5. You will be enrolled in 3 credits of Econs 497 with the completed paperwork.

Once enrolled:

6. Follow through on assignments as listed below. The deadlines follow WSU Semester calendar, not your internship length (ex: if you're working from May to August, the assignments are due mid-June and end of July based on Summer Session dates).
7. Internship is graded S for satisfactory or F for fail.

Assignments:

For the midway, email a **one to two page** paper answering the following questions to Dr. Eric Jessup and copy Shanna. There is no signature requirement on this document.

1. What is working well for you as far as achieving the four goals you are working towards?
2. What is not working well or what obstacles have you encountered that are hindering your success?
3. What adjustments will you make to improve your ability to achieve these goals between now and the time the internship is completed?

4. What is your action plan and timeline for implementing these adjustments?
5. How will you know that the adjustments you made improved the situation?
6. Other comments or concerns?

Final Paper (Due at the end of your internship).

The Final Report includes a summary and assessment of the internship experience. This report should describe the internship activities and explain how the experience improved your skills, knowledge, and abilities. The report should be **one to two pages** in length and must be submitted to your Internship Coordinator within one week of completing the internship experience. The primary requirements of the Final Report should sufficiently cover what the intern learned during the internship.

## Looking for an internship?

Part of the internship program is the search. Searching for an internship is a warm up for future employment searches.

Here are the approaches taken by SES students in the past. . . .

- Use the resources at ASCC, 180 Lighty ([www.ascc.wsu.edu](http://www.ascc.wsu.edu)). Be familiar with Handshake which is run by ASCC, it offers all sorts of information to students.
- Conduct internet searches. Use LinkedIn.
- Knocking on doors: This low tech method has been used with success by some students who are constrained geographically. Students who know that they must be in City X have simply knocked on the doors of the large employers in City X and arranged worthwhile internships.
- Search for the following:

[NACE](#)

[FedWorld Federal Job Announcements Search](#)

[Internships Abroad](#)--A list of programs that sponsor internships abroad

[InternshipPrograms.com](#)

[Job Hunt: On-Line Job Meta-List](#)

[Job Options](#)

[Job Searching](#)

[JobSmart](#) --contains a link to salary information

[OpportunityNOCS](#)

[NCS Career Magazine](#)

[Peace Corps Home Page](#)

Spring break is a great time to solidify your summer internship. Remember, for summer internship credit, you must have the paperwork completed and turned in to me before the first day of the semester you're working with supervisor's signature.