

# Department of Economics

## Request for Approval of Internship for Academic Credit (ECN92, ECN192)

### Instructions to Student:

1. Obtain offer letter from your employer with a description of the internship duties, minimum hours per week, whether position is paid or unpaid, start and end dates, and job title
2. Complete Request for Approval of Internship for Academic Credit form
3. Meet with academic advisors in 2216 SS&H to determine eligibility
4. Complete CPT application (if applicable)
5. Fulfill all contractual obligations agreed upon with faculty advisor including submission of required written work

Upon approval from the faculty advisor, the Advising Office will issue your CRN to enroll in ECN92 or ECN192 for the academic quarter.

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### *To be completed by the student:*

Name: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_  
Student ID: \_\_\_\_\_ Major(s): \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Internship Location: \_\_\_\_\_  
Internship Position: \_\_\_\_\_  
Number of Hours per week: \_\_\_\_\_  
Internship Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### *To be completed by the faculty advisor and Advising Office:*

Criteria needed for awarding a passing grade:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of ECN 92, 192 (circle one) unit(s) issued: \_\_\_\_\_ CRN: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Initials of Advisor: \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature/Date

\_\_\_\_\_  
Department Chair Signature/Date