

**ECON 293**  
**INTERNSHIP IN ECONOMICS**  
**UNIVERSITY OF NORTH CAROLINA, CHAPEL HILL**

To apply for an internship for academic credit, this contract must be completed, along with **copies of an appointment letter and your transcript attached**. The transcript can be an unofficial copy from the Registrar's Office or printed off Connect Carolina Student Central. Return these items to Shelbie Staley-Kang in Gardner 107. Approval for academic credit for the internship is required BEFORE beginning work. Students will be registered for the internship course (ECON 293) the semester following the completion of the internship. If the internship occurs after the student's senior year, ECON 293 can be taken in the Second Summer Session. You must be an Economics major to register for ECON 293.

**Important things to note:**

1. Paperwork must be completed and turned in **before** you begin your internship in order to receive credit. There are no exceptions.
2. You must have a cumulative GPA of at least 2.5 in order to receive credit for an internship.
3. ECON 293 is a three credit **controlled-enrollment** course. You cannot register through ConnectCarolina.
4. ECON 293 is graded Pass/Fail.
5. No student may earn more than 3 credit hours for internships in the Department of Economics, or 12 credit hours for internships and/or independent studies across departments, towards the 120 hours needed for graduation from the College of Arts and Sciences.
6. Credit for ECON 293: The internship counts as general elective credit and cannot be used to fulfill the 21 hours required for completion of the ECON major. It does, however, generally count toward the 120 hours needed for graduation
7. The internship should involve at least 100 hours of work.
8. The on-site supervisor's written evaluation of the intern must be received for credit to be granted.
9. ECON 293 satisfies the Experiential Education requirement of the College of Arts and Sciences.

## ECONOMICS INTERNSHIP CONTRACT

Please fill out this contract completely. Turn it in (with a copy of your current transcript and your appointment letter) to Shelbie Staley-Kang, Undergraduate Student Manager, GA 107.

**NAME:**

**PID NUMBER:**

**EMAIL ADDRESS:**

**SEMESTER/YEAR TO BE ENROLLED IN ECON 293** *(after you do internship):*

**OVERALL GPA:** *(MUST BE 2.5 OR HIGHER)*

**COURSES TAKEN THAT SUPPORT THE PROPOSED INTERNSHIP** *(list all that apply):*

**NAME AND ADDRESS OF SPONSORING ORGANIZATION/COMPANY/AGENCY:**

**RATIONALE FOR INTERNSHIP:** *Describe how the internship will extend or complement prior coursework. Specify why the internship is worthy of academic credit. Please be specific:*

**PROPOSED DUTIES AND RESPONSIBILITIES DURING THE INTERNSHIP:**

*Specify in detail what you will do during the internship. The intern should discuss the specific duties and responsibilities with the on-site supervisor before completing this section. This allows the intern and supervisor to clarify expectations of the internship.*

**INTERNSHIP ADVISOR:**

Your adviser can either be a faculty member or the internship coordinator (default).  
If you prefer to select a faculty member, he/she will need to sign below.

Faculty Adviser: \_\_\_\_\_

Sign the contract and obtain your on-site supervisors signature before turning in this form.

**SIGNATURE OF STUDENT:** \_\_\_\_\_

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***(For office use only)***

\_\_\_\_\_ approved    \_\_\_\_\_ not approved

Reason:

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**Return to**

Shelbie Staley-Kang,

Gardner 107

Shelbie@email.unc.edu

919-962-2534 voice

919-966-4986 fax

Department of Economics CB 3305

Chapel Hill, NC 27599