

**Application for Internship Credit
ECON 490 (1-3) Credit Hours
Department of Economics
(Before the Experience)**

Important Note: Completion of this application does not guarantee internship credit. Your application will be reviewed by a committee comprised of faculty members in the Economics Department. Internship credit will not be given to nonmajors by the Economics Department.

Prerequisites: Junior standing, 2.5 cumulative GPA, approval of Economics Department Internship Review Committee, completion of at least 12 hours in economics

INTERNSHIP CHECKLIST

Before the Internship Begins –basis for hours of credit

- ☐ Formal copy of the job description or announcement to which you applied or a letter from the employer.
- ☐ A 2-3 page narrative explaining how this internship is related to your major.

Following the internship experience – basis for grade

- ☐ A letter of evaluation from your employer.
- ☐ A 5-6 page reflection paper detailing what you learned from the experience and how it applies directly to your major.
- ☐ Resume and cover letter updated to include your internship/work experience.
- ☐ Presentation to the Economics Department Review Committee detailing the highlights of your experience.

Gordon Ford College of Business – Internship Opportunity

Employer: Click here to enter text.

Employer Telephone: Click here to enter text.

Intern Name: Click here to enter text.

Intern Major: Click here to enter text.

Intern Supervisor: Click here to enter text. Supervisor Telephone: Click here to enter text.

Supervisor's Title and Department: Click here to enter text.

Company Full Address: Click here to enter text.

Fax: Click here to enter text.

Supervisor's Email: Click here to enter text.

Terms of Internship Agreement:

Internships are an educational opportunity. An internship consists of services for experience between a student and an employer. Internships help students to determine if they have an interest in a particular career, help them create a network of contacts and in some cases achieve course credit. Some interns find permanent, paid employment with the organizations for which they worked upon completion of the internship.

Interns may or may not be receiving hours of upper-level academic credit from the Gordon Ford College of Business for completing their internship with a participating business. No matter the circumstance, GFCB appreciates the opportunity for students to receive legitimate, real-world experience that is directly related to the student's major. Routine filing, copying and answering phones are important parts of jobs; however these duties and responsibilities should not represent more than approximately 25% of the interns' activities. If an intern is receiving course credit, please abide by the number of hours they must work in order to receive their credit. *Please list the main learning experiences and responsibilities on page 2 of this form.*

I hereby agree to abide by the Terms of Internship Agreement set out above:

Employer's signature

Date

Return completed form to:

Monica Duvall, Internship Coordinator Gordon Ford College of Business, Western Kentucky University

Office Phone - 270-745-4136 Fax – 270-745-3893 Email – monica.duvall@wku.edu

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Internship Learning Experiences and Responsibilities

Please list the primary learning experiences, responsibilities and activities which the intern will experience during the internship.

Student to fill out this section if proposing Class Credit

Student ID: Click here to enter text.

Hours Completed: Click here to enter text. GPA: Click here to enter

text.

Present Address: Click here to enter text.

City: Click here to enter text.

State/Zip: Click here to enter text.

Permanent Address: Click here to enter text.

City: Click here to enter text.

State/Zip: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

Major Courses completed/currently enrolled in: Click here to enter text.

Semester enrolled for Internship Credit: Click here to enter text.

Anticipated Graduation Date: Click here to

enter text.

Faculty Approval: Click here to enter text.

Date: Click here to enter text.

Faculty Chair Approval: Click here to enter text.

Date: Click here to enter text.

Date Completed: Click here to enter text.

Grade: ☐ P ☐ F

Thank you for allowing a GFCB student this valuable experience!

We appreciate your participation in our Internship Program. If you have any additional questions, please don't hesitate to contact Monica Duvall, GFCB Internship Coordinator.

270-745-4136 or monica.duvall@wku.edu