



Economics

COLLEGE OF LIBERAL ARTS & SCIENCES

ECON 298 Economics Internship

Course Syllabus

Credits: 0-credit hours or 3-credit hours

Semester: Fall 2024

Meeting Times: Online - Canvas

Instructor: Katie Kennealy-Pierczynski and Rachel Becker

Email: kennealy@illinois.edu and rbecker6@illinois.edu

Office Hours: By appointment, please email me to set up a time

Course Description

Supervised, on or off-campus experience in a field directly pertaining to Economics, Econometrics & Quantitative Economics, or CS+ Economics. Students will complete course requirements along with a written report and possible presentation pertaining to their internship accomplishments at the end of the internship.

Prerequisites

There are no prerequisites for this course, but you must be a registered Economics, Econometrics, or CS+ Economics major.

Learning Outcomes

After completing this course, students will:

- Relate concepts and theories learned in previous coursework to the internship experience.
- Understand working in a professional environment and how to project a professional image.
- Acquire valuable work experience in the “real world.”
- Be familiar with preparing a resume and cover letter for future job searches.
- Reflect on the relevance of the internship experience.

Learning Resources

The course is completely online, so please make sure to log into the website to complete the assignments as they are available.

Canvas (canvas.illinois.edu)

Important Dates:

All assignments must be completed no later than Thursday, December 12, 2024

Student Assessment

Course Credit will be Graded Satisfactory based on the following:

- Assignments completed and submitted online by final due date
- Meeting with Course Facilitator
- Reflection Paper
- Final Project Completion – Presentation OR Personal Website (for 3-credit hour option)

Grading

0 credit Hours are awarded for the completion of the course. For the 3-credit hour option, a final project is required besides weekly assignments. The course is given a Satisfactory or Non-Satisfactory grade upon completion. A Satisfactory grade will be awarded based on completing and submitting all assignments via Canvas by the final due date as well as submitting the reflection paper. In addition, students registered for the 3-credit hour option will need to complete the PowerPoint Presentation or Personal Website.

Course Policies

Assignment Policy: All assignments should be submitted error-free (spell check and correct format). Please read assignment carefully and submit as requested. If you have questions about any of the assignments, please be sure to contact the course instructor(s) as early as possible. It is encouraged that you complete assignments ahead of time.

Academic Assistance

Students are encouraged to utilize the many resources we have throughout campus to assist with academics. We recommend that you seek them out starting early in the semester, not just in times of academic need, in order to develop good study habits and submit work which represents your full academic potential. Many resources are found on the Economics Website including details about the Economics Tutoring Center, Academic Advising, and other academic support options:

<https://economics.illinois.edu/academics/undergraduate-program/academic-student-support>

Academic Integrity

According to the Student Code, 'It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.' Please know that it is my responsibility as an instructor to uphold the academic integrity policy of the University, which can be found here: <https://studentcode.illinois.edu/article1/part4/1-401/>

Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the Academic Integrity Policies. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity. **Read the full Student Code at** <https://studentcode.illinois.edu/>

Students with Disabilities

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TTY), or e-mail a message to disability@illinois.edu. DRES Website: www.disability.illinois.edu/

Community of Care

As members of the Illinois community, we each have a responsibility to express care and concern for one another. If you come across a classmate whose behavior concerns you, whether in regards to their well-being or yours, we encourage you to refer this behavior to the Student Assistance Center (217-333-0050 or <http://odos.illinois.edu/community-of-care/referral/>). Based on your report, the staff in the Student Assistance Center reaches out to students to make sure they have the support they need to be healthy and safe. Further, we understand the impact that struggles with mental health can have on your experience at Illinois. Significant stress, strained relationships, anxiety, excessive worry, alcohol/drug problems, a loss of motivation, or problems with eating and/or sleeping can all interfere with optimal academic performance. We encourage all students to reach out to talk with someone, and we want to make sure you are aware that you can access mental health support at the Counseling Center

(<https://counselingcenter.illinois.edu/>) or McKinley Health Center (<https://mckinley.illinois.edu/>).

For mental health emergencies, you can call 911 or walk into the Counseling Center, no appointment needed.

Disruptive Behavior

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem and may be reported to the Office for Student Conflict Resolution for disciplinary action.

Emergency Response Recommendations

Emergency response recommendations can be found at the following website:

<http://police.illinois.edu/emergency-preparedness/>. I encourage you to review this website and the campus building floor plans website within the first 10 days of class. <http://police.illinois.edu/emergency-preparedness/building-emergency-actionplans/>.

Religious Observances

The Religious Observance Accommodation Request form is available at

<https://odos.illinois.edu/community-of-care/resources/students/religious-observances/>. Submit the form to the instructor and to the Office of the Dean of Students (helpdean@illinois.edu) by the end of the second week of the course; in the case of exams or assignments scheduled after this period, students should submit the form to the instructor and to the Office of the Dean of Students as soon as possible.

Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to Family Educational Rights and Privacy Act (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See <http://registrar.illinois.edu/ferpa> for more information on FERPA. Student information and records will not be released to anyone other than the student unless the student has provided written approval or as required by law.

Sexual Misconduct Reporting Obligation

The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University's Title IX and Disability Office. In turn, an individual with the Title IX and Disability Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options. A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here:

<http://www.wecare.illinois.edu/resources/students/#confidential>.

Other information about resources and reporting is available here: <http://wecare.illinois.edu/>.

Student Support

The Counseling Center is committed to providing a range of services intended to help students develop improved coping skills in order to address emotional, interpersonal, and academic concerns. Please visit their website to find valuable resources and services: <https://counselingcenter.illinois.edu/>.

Counseling Center Information: 217-333-3704

Location: Room 206, Student Services Building (610 East John Street, Champaign IL)

McKinley Mental Health Information: 217-333-2705

Location: 3rd Floor McKinley Health Center 1109 South Lincoln, Urbana, IL

Emergency Dean: The Emergency Dean may be reached at (217) 333-0050 and supports students who are experiencing an emergency situation after 5 pm, in which an immediate University response is needed and which cannot wait until the next business day. The Emergency Dean is not a substitute for trained emergency personnel such as 911, Police or Fire. If you are experiencing a life threatening emergency, call 911. Please review the Emergency Dean procedures: <http://odos.illinois.edu/emergency/>

Academic Dates and Deadlines

Students should make note of important academic deadlines for making changes to their courses (add, drop, credit/no-credit, grade replacement, etc.). <https://registrar.illinois.edu/academic-calendars>
Please check with your academic department regarding specific procedures and policies.

Course Schedule (subject to change with advance notice)

Week	Class Topic	Assignment
1	Welcome and Preview of Internship Positions	Company/Position Description
2	Interning with Intention: Getting the most out of your internship	Internship Goals Discussion
3	Understanding your office space and coworkers	Reflection on interpersonal challenges during the internship
4	Expanding your network during your internship	Re-connect with 2 persons known from this internship, and reflect on the experience/strategies
5	Updating and Maintaining your Resume	Resume Update; Schedule a meeting with course facilitator*
6	Putting Your Economics Degree to Use	Econ skills in the internship
7	Upgrading Your Skills	Watch 2-3 videos on The Career Center website, and reflect on one new tip you learned
8	Finishing Strong: Ending your internship on a strong note	Reflection Paper; Updated Resume; PowerPoint Slides OR Personal Website*
9	Presentations* OR Personal Website*	*Present (to Career Advisors) *Create your personal website

* denotes assignments for the 3-credit hour option only

Note:

Instructor(s) will alert students of any changes to class topics if there are scheduling conflicts with the presenters. The Canvas website will have updated information.

Resources:

The Career Center website: <https://www.careercenter.illinois.edu/videos>

Personal Website tools: Wix (free and easy, <http://www.wix.com/>) or Wordpress through Publish Illinois (<http://publish.illinois.edu/>)

Personal Website sample: <http://melissaanewell.wixsite.com/academic>

Career workshops organized by The Graduate College (<http://illinois.edu/calendar/list/3283>)