

ECONOMICS AND FINANCE INTERNSHIP
at WEST CHESTER UNIVERSITY
Guidelines and Frequently Asked Questions

What kinds of jobs qualify for internship credit?

The internship should consist of tasks related to the economics, accounting, and financial aspects of business (or government/non-profit organizations). It may include public relations, communications, and information gathering tasks. Students should be provided with the opportunity to use computer applications of accounting and finance when possible.

Although students may be required to file, enter data, or make phone calls for part of the day, they should also be given challenging assignments that enhance their on-the-job experience. Students are prohibited from making phone calls for more than two hours out of every eight.

If you're unsure whether your internship will satisfy the requirements, please speak to the internship supervisor.

How do I find an internship?

Students interested in an internship should visit Twardawski Career Development Center (<http://www.wcupa.edu/services/stu.car/default.aspx>) for internship opportunities. Then contact the Economics/Finance Department internship supervisor. Students may take an internship in either fall, spring or summer. Students should begin to plan for an internship early. For instance, students interested in taking an internship during the summer should submit a resume to the internship supervisor in January/February. This allows the supervisor and the student adequate time to make contacts and follow-ups.

Although the supervisor has a number of firms interested in interns there is no guarantee that the supervisor can find every student an internship. Students also need to pursue their own contacts and leads. If you think your current part-time job (or summer job) may qualify as an internship, check with the internship supervisor.

Are all internships paying?

Although most internships are paying, there are a few non-paying internships with non-profit firms, financial advisors, and brokers. Don't rule out a non-paying internship. Some of these internships give very valuable work experience.

How many credits can I earn for an internship?

Students will earn six credits for working at least 270 hours in a semester. Three credits will be awarded for working 135 hours in a semester. Students who plan on taking a six credit internship should register for ECO412. Students who plan on taking a three credit internship should register for ECO411.

Only a maximum of six internship credits can be applied toward graduation. These credits can be used as business electives or free electives. An internship cannot substitute for Economics, Finance, or Accounting electives. Before registering for an internship, you must have approval of the internship supervisor.

Is there a formal agreement between the university and the employer?

All approved students will be required to have their internship employer sign a contract. This contract is not valid unless signed by both the internship supervisor at the university and the

intern's supervisor at the employer. Student and employer should keep copies of the contract. The original is returned to the internship supervisor at the university.

How is the internship grade determined?

The components of the final grade are as follows:

1. **Mid-term journal (20%)** - Students must submit a mid-term journal describing their internship experience to Professor Kara by the date specified which is usually the seventh week of the semester. Your journal should be kept daily in the beginning and should fully describe what you are doing and learning, including the software used. Once you have fully described a task, you do not need to fully describe it again. In addition, if your tasks become routine, you may only need to write in your journal every few days. At that point, just describe new tasks or things you learn, meetings you attend, and other things you find of interest. The journal must be typed and double-spaced. There is no length requirement, but it must be more than 4 pages. The mid-term journal must be received by the due date or will be subject to grade penalty. Mid-term journals may **not** be E-mailed.
2. **Final journal (20%)** – Students must submit a final journal which is a continuation of the mid-term journal. Same rules apply as in #1.
3. **Final report (20%)** – Students must submit a 6-8 page, typed, double-spaced paper at the end of the semester. This paper should describe how your internship experience related to the classes taken at West Chester University. The classes discussed often include WRT, MGT, MKT, ACC, ECO, FIN business electives, and major courses. What additional things did you learn? What things had you wished you had known before you did your internship? This paper is designed to provide closure to the internship experience.
4. **Employer evaluation (40%)** – After receiving the mid-term journal, Professor Kara will call the employer to better assess student performance. If the employer has any concerns, those will be shared with the student. In addition, a final evaluation form is provided to the employer towards the end of the semester. The employer's final evaluation of the student's performance must be received by Professor Kara before a grade can be awarded.

Who is the internship supervisor for the Department of Economics and Finance?

If you are a student interested in getting internship credit or a company with an internship to offer, please contact:

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