

Dear ECON/FINA Students:

Please refer to information below on the Internship packet for ECON 3300 offered by the Department of Economics and Finance and additional information on internships from the College of Business (VCOBE).

**Basic requirements and procedure:**

To earn credits, you must apply **before** the semester starts. This course has special approval, which is released once the Department Chair approves your completed application. You need at least 150 hours of internship work in one of the academic semesters: fall, spring or summer. This internship (ECON 3300) is for Economics or Finance major students. Once you find your internship from a company or organization, please submit completed application to the Department Chair. Marina Rodriguez, Department Administrative Assistant, can answer questions if you have at 956-665-3354.

**Tips on how to fill out the ECON & FINA department Internship packet:**

Pages 1 – 10 please fill out and turn into the department with Marina Rodriguez/Department Chair.

Pages 11 – 12 keep until the end of your internship assignment, fill out and turn into the department with Marina Rodriguez/ Department Chair.

Pages 13 – 14 keep until the end of your internship assignment, have your employer fill out and return it to you in an enclosed envelope to (this is because you are not supposed to see the Employer Evaluation but do need to return it to the department completed) turn into the department with Marina Rodriguez/ Department Chair.

Please keep Pages 15 – 22 for your reference since these are guidelines in the Economics and Finance Internship Handbook.