School of Economics & Finance
Robert C. Vackar College of Business & Entrepreneurship

Dear Economics and Finance Students:

Please review the information below regarding the internship application packet for **ECON 3300 Internship in Economics** and **FINA 3300 Internship in Finance**, offered by the School of Economics and Finance.

ECON 3300 Internship in Economics

This internship provides students the opportunity to gain real-world experience in their chosen economics career field by working with a participating employer or organization. The students will be supervised by a faculty member acting as a liaison between the employing organization and the School of Economics and Finance to assure compliance with specific learning and experience requirements for the assignment. The employment can be either paid or unpaid, and must include at least 10 hours of work each week over the period of one academic term (fall, spring, or summer), that is, at least 150 hours during an academic term.

FINA 3300 Internship in Finance

This internship is designed to provide students with an opportunity to gain real-world finance experience by working with a participating employing firm or organization. The students will be supervised by a faculty member who will serve as a liaison between the employing organization and the School of Economics and Finance to ensure compliance with specific learning and experience requirements. The employment can be either paid or unpaid, and must include at least 10 hours of work each week over the period of one academic term (fall, spring, or summer), that is, at least 150 hours during an academic term.

Basic Requirements and Procedures

- **Application deadline:** You must submit your completed internship application and obtain approval **before the start of the semester** in which you intend to earn internship credit.
- **Course approval:** ECON 3300 and FINA 3300 require special approval, which will be granted once the School Director has reviewed and approved your completed application.
- **Internship hours:** You must complete a minimum of **150 hours of internship work** during one academic term (fall, spring, or summer).
- **Eligibility:** ECON 3300 is intended for Economics majors. FINA 3300 is intended for Finance majors.
- **Application submission:** Once you have secured an internship with a company or an organization, please complete the application packet and submit it to the School Director for approval.

  If you have any questions, please contact the School Administrative Assistant at

  956-665-3354, **marina.rodriguez@utrgv.edu**

Instructions for Completing the Internship Application Packet

Please follow the instructions below regarding the different sections of the internship packet.

- **Pages 1–9:** Complete these pages and submit them to the Director of the School of Economics and Finance, **monika.rabarison@utrgv.edu**
- **Pages 10–12:** Keep these pages until you have completed your internship assignment. Complete them at the end of your internship and submit them to the School Director.
- **Pages 13–14:** Keep these pages until the end of your internship. Have your employer complete the evaluation and return it to you in a sealed envelope. **You should not open or review the evaluation from your employer.** Submit the sealed envelope to the School through the School Administrative Assistant or the School Director.
- **Pages 15–19:** Keep these pages for your reference. They contain the guidelines outlined in the Economics and Finance Internship Handbook.

Please review the application packet carefully and ensure that all required documents are completed and submitted according to the instructions above. Remember that approval must be obtained before the semester begins to receive internship credit.

Thank you for your attention and cooperation.

Best regards,
School of Economics & Finance

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