

**DEPARTMENT OF ECONOMICS  
HUNTER COLLEGE**

**INTERNSHIP POLICY SHEET**

**ABSENCES:**

- 1) Personal illness, Hunter College holidays (mid-semester break, etc.), and Hunter College re-designation of days of the week (i.e., scheduling of Monday classes on Tuesday) constitute legitimate reasons for student's missing a regularly scheduled "day" at an internship.
- 2) In each case, however, the host institution has the right to require that the hours be made up at another time.
- 3) Interns should be sure that the host institution is made aware in advance of impending absences.

**EARLY TERMINATION OF AN INTERNSHIP:**

1. An internship is a semester-long contract between intern and host; the student may initiate early termination only with permission from the Internship Supervisor. Normally, this will occur only after consultation among intern, host supervisor and Internship Supervisor.
2. With permission of the Internship Supervisor, termination requires written notification to the host institution (and a copy to the Economics Department). Normally two weeks notice will be given.
3. If, after accepting an intern, the host institution determines that the student is unable to fulfill the responsibilities agreed to as part of the internship, or the host institution is unable to provide appropriate mentoring, the host institution should immediately inform both the student and to the Internship Supervisor.

**CHANGES IN HOURS:**

Students and host institutions should try to ascertain workable schedule at the initial interview. Early notification of change (within the first two weeks of the semester) is mandatory.

**CREDITS AND TUITION:**

Credits for an internship are elective credits; they cannot be counted toward a student's major. As an internship is in lieu of a classroom course, a student pays on a credit basis for the internship as if for any other course.

**PAPERS:**

All participating students are required to write a mid-semester report of progress-to-date and an final paper assessing and summarizing the internship experience, which is to be submitted by the final day of classes for any given semester. Students will receive guidelines for the paper at least one month in advance of the date it is due.

Midway into the semester, each student's immediate supervisor must fill out a Progress Report. This form will be sent out two weeks prior to the date it is due.

A final letter giving a detailed evaluation of the student's work is required of each host institution one week before the end of the internship (the end of semester classes).

## **GRADING**

**Internships will be graded on a CREDIT/NC basis.** Grades will not be assigned until the student paper and host evaluation letter are received.

Students electing to extend their internship beyond the end of the term must be aware that this will necessitate their getting a temporary INCOMPLETE. The INCOMPLETE will be change immediately upon receipt of the student paper and the host evaluation letter.