

Moravian College
Department of Economics and Business
Economics 286: Internship
Spring Term, 2016

Instructor: Dr. James Ravelle

Office: Comenius Hall 211

Office Phone: (610) 861-1378

Office Hours: 10:30 AM to 11:30 AM, Mondays

7:50 AM to 8:50 AM on Tuesdays and Thursdays

Or by Appointment

Instructor e-mail: ravellej@moravian.edu

Prerequisites:

- * Junior or Senior Standing with a GPA of 2.7 or more.

Course Objectives:

Field Study is an opportunity to apply what you have learned in the classroom.

- * It offers both a broader and narrower perspective;
- * It integrates seemingly disparate elements of your studies, such as statistics and human resources management;
- It deepens other areas of expertise such as data management or marketing

Requirements and Methods of Evaluation:

There are four requirements to successfully complete this class:

1. **Write:** an 8-12 page paper for each unit of Field Study to connect your practical experience with your academic work. The paper can follow different tracks. It can present research on:
 - * a topic associated with the field study;
 - * the industry in which the study takes place;
 - * a topic approved by the instructor.
2. **Generate:** a portfolio of materials that you created at the field study site or that are related to your experience there.
3. **Reflect:** on your experience. You have a choice of activities. You can either keep a reflective journal, which is evaluate on the basis of substance not the number of pages, or, you can give a presentation to the advisor, which may be open to other students.
4. **Meet:** with you advisor regularly, but not less than once every two weeks. The meeting are scheduled to make sure that you keep up with these assignments and to discuss any problems and successes with the field study.

The following documents are available in the Registrar's Office:

- Checklist for Field Study Procedures
- Field Study Application
- Field Study Agreement (blank template – it must be completed)

*Make sure you examine and complete these documents **before** you register for the class.*

Your paper is due two week prior to the last day of classes.

Grading:

Component	Weight
Site Supervisor Evaluation.....	30%
Research Paper.....	25%
Portfolio.....	20%
Journal or Presentation.....	15%
Regular Advisor Meetings.....	10%

Attendance Policy:

All students are expected to attend class and participate in class discussion. Failure to attend class on three or more occasions for any purpose automatically disqualifies the student from the possibility of receiving the highest participation grade.

Academic Honesty Policy:

The rules of the college as they apply to withdrawal from the course and plagiarism will be strictly followed. Students are encouraged to consult the college handbook for details of these policies.

Disability Support

Students who wish to request accommodation in this class for a disability should contact the Academic Support Center located in the lower level of Monocacy Hall, or by calling 610-861-1401. Accommodations cannot be provided until authorization is received from the Academic Support Center.