

University of California, Berkeley  
Department of Economics  
539 Evans Hall

<b>FOR STAFF USE ONLY</b>
CN: _____
SEMESTER: _____

### ECONOMICS 197: Supervised Field Study (Internship Credit)

Supervised Field Study credit is for **internship** work relevant to your major. A faculty sponsor, a complete proposal, and a written report at the end of the term are required (see below). Econ 197 must be taken on a Pass/No Pass basis. Field study, independent research, and similar non-lecture courses do not fulfill upper-division course requirements in the major.

Note: No more than a total of 4 units of 197, 198, and 199 courses may be taken in one semester. No more than 16 units of 99, 197, 198, 199 courses may be used to meet the requirement of a bachelor's degree.

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To enroll in Econ 197, you must meet ALL of the following prerequisites:

- Declared in the Economics major
- Completed at least 60 units (including AP/enrichment units)
- Have a minimum GPA of 2.0 in both the major and overall
- Have an internship that relates to the economics major. Internships unrelated to economics will not be approved.

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**\*International students interested in obtaining approval for Curricular Practical Training (CPT) must be approved for ECON 197\***

If your internship requires that you earn academic credit and you are not able to arrange it through UC Berkeley, you may want to check with California Community Colleges. Community colleges may offer academic credit for internships in the form of cooperative education programs or classes in the appropriate departments. This may be an easier and more economical alternative.

**Be Informed!** The US Department of Labor released a statement in 2010 clarifying employer's and college's roles under federal law: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>. See "Unpaid Interns & the Fair Labor Standards Act," <http://www.natlawreview.com/article/unpaid-interns-and-fair-labor-standards-act>, *National Law Review* June 2015. At issue is that some private companies take advantage of "free labor" and exploit interns, or that employers do not want to assume liability for interns. Some employers have insisted that students receive academic credit for unpaid internships, in part to show compliance with legal standards.

UC advisers and faculty do not have the authority to sign liability-related documents on behalf of the University. If you have questions regarding legal aspects of internship commitments consult with the Division of Student Affairs' Office of Student Legal Services, 102 Sproul Hall, 664-7487, <http://students.berkeley.edu/osl/osl.asp?id=233>. Questions related to employers' request for waivers of liability should be referred to UC's Office of Risk Services, 2130 Center Street, Suite 200, [risk@berkeley.edu](mailto:risk@berkeley.edu) or 642-5141. <http://riskservices.berkeley.edu/>

If you meet the requirements stated above to be eligible for enrollment in Econ 197, please complete the application on page 2. Please bring your completed application along with your proposal to an Economics Advisor in 539 Evans Hall. Internships are subject to approval by the Undergraduate Committee. You will be emailed a course number (CN) after your eligibility has been verified, your proposal reviewed, and your application approved. We recommend submitting your application early to avoid any delays.

**The deadline to submit this form is 3 pm on Friday of the 3<sup>rd</sup> week of classes in the semester you wish to enroll. For summer, the deadline is the end of the first week of session C.**

Questions can be addressed to **Economics Undergraduate Advising** for Econ 197 at [ugrad@econ.berkeley.edu](mailto:ugrad@econ.berkeley.edu).

## ECONOMICS 197: Supervised Field Study Application

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

SID number: \_\_\_\_\_

Hours worked per week: \_\_\_\_\_

Number of units: \_\_\_\_\_

Econ 197 can be taken for 1-3 units. The number of units depends upon the number of hours worked per week. During fall & spring semester, 3 hours per week = 1 unit. During summer, 5 hours per week = 1 unit.

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### Attachment #1:

Complete the information below and attach your offer letter. The offer letter must state

- Name and address of the organization
- Name and contact information for your supervisor
- Start and finish dates
- Job description, from employer or organization webpage, with list of the task(s) to be performed

Organization/Agency name: \_\_\_\_\_

Supervisor name and contact information: \_\_\_\_\_

***Applications received without an offer letter attached will be denied.***

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### Attachment #2:

Attach a two-page proposal to this application form. The proposal must be formatted properly and must contain the required content. Your proposal should be specific and clear. Proposals that are not properly formatted or that do not contain the required content will not be approved.

**Format:** Your name, SID, date in upper right corner; double-spaced; 10-12 pt font; 1" margins; pages numbered

**Content:** I. What will you be doing? II. What are your learning goals? How will your project and/or actual work activities enable you to achieve your goals? III. Specifically how does the internship relate to economics?

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### End-of-term Assignment

You must submit a 10-page paper at the end of your internship. The paper is due no later than **8am (PST) on Monday of finals week**. It should be submitted to your faculty sponsor via bCourses.

**Format:** Your name, SID, date in upper right corner; double-spaced; 10-12 pt font; 1" margins; pages numbered

**Content:** **I.** Where and what was your internship? Who was your supervisor? What is the supervisor's contact info? **II.** What did you do (be specific)? **III.** What were your learning goals (goals should have been stated in your 2 page proposal)? Did you achieve your learning goals? In what ways did your work enable you to achieve your goals (be specific)? If you did not achieve your learning goals, discuss why not. **IV.** How was your internship related to your study of economics? Cite specific aspects of your internship and specific courses you have taken, and describe in detail how the internship enhanced your understanding of the course material.

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### ***For Department Use Only***

Faculty name: \_\_\_\_\_ Faculty signature: \_\_\_\_\_