

## Syllabus for Eco3949/4949 Cooperative Education in Economics

### (Internship Credit)

Revised 2025/08

#### Course Eligibility

- Students must be in good academic standing to enroll in this course. Students may enroll at most twice in two different semesters: first in Eco3949, then in Eco4949. ECO 3949 or ECO 4949 is neither an ECON Core nor ECON Elective course and therefore **does not** count towards the major.
- Students must have general elective credit available (as verified by their [academic advisor](#)) and must pay tuition for the credit hours.
- Students must have a written internship offer from a prospective employer to be eligible for enrollment, and the employer should have been vetted by FIU [Career/Talent Development office](#).
- The written offer must be on company letterhead, and either be in English or be accompanied by a certified English translation. The contact person (the supervisor or a Human Resources representative) listed on the offer must be able to communicate in English for verification purposes.
- Only internship hours completed during the semester of enrollment in this course will be applied toward internship credit. All internship requirements must be fulfilled by the conclusion of the registered semester.
- At this time, no on-campus employment, paid or unpaid, with any current faculty member in the FIU Department of Economics is eligible for internship credit.

#### Course Enrollment process

1. Students seeking internship credit must complete the [online](#) application with the written internship offer letter attached, **before** or **at the beginning** of the internship period. Registration is **not** guaranteed for late applications.
2. The internship coordinator, in consultation with the student's academic advisor, will decide whether to approve the application, determine the semester of enrollment, and, if approved, assign the appropriate number of course credits.
3. Once the application is approved, the department staff will notify the student with permission to enroll in the course.

4. After enrollment, the student shall be able to visit Canvas course shell to access its content, including assignments.

### **Course Requirements**

To receive a passing grade (and thereby earn internship credit), students participating in internships must satisfactorily complete the following:

1. **Supervisor Evaluation Form** (to be completed by the student intern's workplace supervisor): students must ensure that their direct supervisor at the internship employer completes and signs the Supervisor Evaluation Form, which must be submitted directly to the internship coordinator via email.
2. **Internship Reflection Memo** (to be completed by the student intern themselves): a reflection memo, responding to pre-assigned prompts, that (i) discusses how the student's economics training contributed to their internship performance; and (ii) offers constructive feedback on how the department's curriculum and resources could be improved to better prepare future students.