Instructions for Registering for ECON 390 and 391

This document provides the steps that students will need to follow to get credit for an internship at UH-Manoa. It also answers a few FAQs.

1. Identify an employer who is willing to hire you as an intern. A good place to start is the Hawaii Educational Engagement website or He`e:

   http://www.socialsciences.hawaii.edu/engaged/hee.html

   The internship can be paid or unpaid. Of course, students may use other resources to find internships as well.

2. Once you have identified a prospective employer, meet with the Undergraduate Chair and ask her/him if the ECON department is willing to provide credit for it. Typically, as long as the internship is related to Economics, the Social Sciences or Business Administration, we will give credit. The internship is typically between 1 and 3 credits. Roughly, each credit hour should transfer to 3 hours at the internship. If the Undergraduate Chair agrees to provide credit, then you will need an override from her/him.

3. You will need to procure an advisor in the ECON department who should be someone other than the Undergraduate Chair. The adviser will be responsible for meeting with the student throughout the semester to ensure that the student is fulfilling the requirements of the internship. In addition, the student is required to submit two papers to the adviser at the beginning and the end of the semester. The first will describe what the internship is and what the student intends to get out of it and the second will summarize what was learnt and what skills, contacts, etc. were obtained. ECON 391 will also require an oral presentation. Sometimes, advisers suggest readings to supplement the internship that can also be part of the two papers. For example, one student read The Intelligent Investor by Benjamin Graham while interning at Smith Barney.

4. You will also need to obtain a waiver from either the front office or the Undergraduate Chair. This waiver should be signed by you and your employer and returned to the Undergraduate Chair.

5. If you are an international student, you will need to check with the International Student Services to ensure that your visa permits an internship.