

**UNIVERSITY OF UTAH**  
**ECONOMICS DEPARTMENT**

**Instructor: Holly Sue Hatfield – please call me Holly (pronouns: she, her hers)**

Office: Economics Department, 4<sup>th</sup> Floor, Gardner Building

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Office hours: by appointment

Econ 4890-001

3 credit hours

Fall 2019

## **CSBS INTERNSHIP: ECONOMICS**

Online, independent study

This is an independent study course through which students can earn economics elective credit in connection with an approved internship experience. The department has a number of community partners in nonprofit and government work and in private industry who provide internships that build on the knowledge base of the economics major. To earn academic credit for these experiences, students must carry out reflection and research that connects to the internship. This includes bi-weekly reports and a research paper.

### **Pre- or co-requisites**

This course has no pre- or co-requisites

### **Learning Objectives**

In successfully completing this course, you will be able to:

1. **Identify and articulate** your strengths, weaknesses, knowledge, skills and experience relevant to your individual career goals. **Design, execute, and evaluate** a plan to pursue desired skills, compatible experience and professional growth for the duration of the internship.
2. **Practice** economic analysis related to your internship, including your assigned work duties as well as looking at the organization for which you work.
3. **Demonstrate** career readiness competencies (including but not limited to critical thinking/problem solving, leadership, teamwork/collaboration, written/oral communication, professionalism/work ethic, and information technology application).
4. **Develop** readiness to move to the next step of your individual professional path including updating professional resume and cover letter and construction of a professional online presence though Linked-in (or an ePortfolio).

### **Important course information**

*All students in this course must complete an internship contract with Dom Blanc. If you have not already done this, you can find information at this weblink:*

<https://csbs.utah.edu/students/internships.php>

### **Prerequisites**

There are no pre- or co-requisites for this course.

## Course set-up

The coursework is based around bi-monthly professional development assignments. You will be expected to log-on to the course in Canvas at least once twice a month to complete assignments.

## Required materials

There are no required materials for this class.

## Assignments

Every assignment will be submitted via Canvas. Assignments submitted late will lose 2 points per day late. If you need an extension on a deadline, please get in touch with me - I'm happy to make accommodations.

## Communication

Please initiate communication with me via Canvas message; I may take up to 48 hours to respond. For more urgent issues, you may send me a text message (801.655.3622), but again, I may take up to 48 hours to respond. I will communicate with you via Canvas announcements (make sure to turn them on in Canvas settings!), timely feedback on your homework (2 week max turnaround), and otherwise via Canvas messages.

## Technology info

Students will be required to post a video to Canvas introducing themselves. If this will be a new skill for you, I highly recommend starting to figure it out well ahead of the assignment due dates. If you are unsure how to do this you should: 1) use the Canvas help chat or call the Canvas help desk (for help with Kaltura) or 2) search the internet for Youtube tips. If you have tried all of those things and can't get it to work, you can make an appointment to meet with me to ensure you can complete your assignments.

## Internship Completion

The internship will be completed when contracted hours have been completed and all assignments are turned in. In order to receive a grade for Fall semester 2019, all assignments must be submitted by 11:59pm MST on Dec 13, 2019.

### *Incompletion*

Sometimes there are situations where a student is unable to complete the required internship hours prior to the end of the semester. If this is the case, the student will receive an 'I' as a grade (an incomplete) until such time that the internship requirements are met. If an incompletion is inevitable, you must contact the instructor so that we can discuss the completion of your internship.

### *Termination of Internship*

Unethical behavior resulting in a request of internship termination by the site or university supervisor will result in grade of 'E' being assigned for the course. For any clarification of what constitutes unethical behavior contact your instructor or Dom Blanc.

## Evaluation

There are a total of 12 assignments for this class, with one or two assignments due every other week. There are 400 possible points, each point corresponding to about 0.25% of your final grade.

These assignments correspond to the learning objectives of this course in the following ways:

1. Goals for the internship/class (50 points)
  - a. Student will reflect in two writing assignments on progress towards achieving their internship goals as described in their contract
2. Long-term professional goals and development (75 points)
  - a. Student will reflect on what skillsets they'd like to develop for their desired career path
  - b. Student will create a cover letter, resume and online profile including their internship experience, targeted towards a dream job
3. Economic analysis of internship (175 points)
  - a. Students will identify an opportunity to make an improvement in their workplace and use economic analysis to explain a suggestion; then students will identify the proper channels and culture in their workplace for making such a suggestion. This project culminates with the student preparing a brief proposal for some kind of improvement in their work experience.
4. Peer reviews (50 points)
  - a. Students will peer review one another's Cover Letter and Resume as well as one another's final proposal. In the event there is only one student in the course, these points will simply be dropped from the grading scheme.
5. **MANDATORY** Supervisor report (40 points) - failure to complete this by Dec 13, 2019 at 11:59pm MST will result in an "I" grade
6. Student course feedback (10 points)

The following grading standards will be used in this class:

A: 100 % to 94.0%	B-< 84.0 % to 80.0%	D+< 70.0 % to 67.0%
A-< 94.0 % to 90.0%	C+< 80.0 % to 77.0%	D< 67.0 % to 64.0%
B+< 90.0 % to 87.0%	C< 77.0 % to 74.0%	D-< 64.0 % to 61.0%
B< 87.0 % to 84.0%	C-< 74.0 % to 70.0%	F< 61.0 % to 0.0%

## Canvas Information

Canvas is the where course content, grades, and communication will reside for this course. Access Canvas through [utah.instructure.com](http://utah.instructure.com) or through CIS. For Canvas, Passwords, or any other computer-related technical support contact the Campus Help Desk.

- 801 581-4000
- <http://it.utah.edu/help>
- [helpdesk@utah.edu](mailto:helpdesk@utah.edu)

For Canvas related issues or bugs, contact the Teaching & Learning Technologies help desk

- 801-581-6112 ext 3
- [classhelp@utah.edu](mailto:classhelp@utah.edu)

## Schedule

Due date	Assignments
Wed Aug 28, 2019	Introductions What do you bring to the table?
Wed Sep 11, 2019	Identifying the economics at work Internship goals: progress report 1
Wed Sep 25, 2019	Opportunities at your work place Resume and cover letter
Wed Oct 16, 2019	Peer review: Resume and cover letter
Wed Oct 30, 2019	Political considerations in making economic proposals Your online profile
Wed Nov 13, 2019	Internship goals: progress report 2
Wed Nov 27, 2019	Final paper: Proposal for economic improvements
Wed Dec 11, 2019 (Finals week)	Internship supervisor review (mandatory) Peer review: Proposal Student course feedback

## Institutional Policies

### University Safety Statement.

The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](http://safeu.utah.edu).

### Nondiscrimination and Accessibility Policy

The University of Utah does not discriminate on the basis of race, color, religion, national origin, sex, age, status as a disabled individual, sexual orientation, gender identity/expression, genetic information or protected veteran's status, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Additionally, the University endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. Inquiries concerning perceived discrimination or requests for disability accommodations may be referred to the University's Title IX/ADA/Section 504 Coordinator:

Director, Office of Equal Opportunity and Affirmative Action  
201 South Presidents Circle, Rm.135  
Salt Lake City, UT, 84112  
801-581-8365 (voice/tdd)  
801-585-5746 (fax)

<http://www.oeo.utah.edu> (Links to external site)

## Americans with Disabilities Act Amendments Act (ADA) and Sections 504 and 503 of the Rehabilitation Act of 1972 (Sections 503 & 504)

University policy, the ADA, and Sections 504 & 503, prohibit discrimination on the basis of a person's status as a person with a disability, require equal opportunity and access, a process for a person with a disability to request a reasonable accommodation, and a grievance process for an individual to complain of discrimination. The University endeavors to ensure that its campus and programs are accessible and in compliance with state and federal disability standards and to provide reasonable accommodations so as to remove a barrier that may prevent an individual with a disability from equally participating in academics, employment, or other University program. Reasonable accommodations may include specialized equipment, auxiliary aids, policy modifications, academic adjustments or other accommodation that is effective. University policy, as well as state and federal law, strictly prohibit retaliation against an individual for requesting a disability accommodation, for participating in a disability discrimination complaint process.

## Academic Dishonesty

"All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, and I will do so, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee."

Cheating and plagiarism are not tolerated in this course. All submitted work will be reviewed by TurnItIn's plagiarism software, and will be added to their database of existing work. Instances of plagiarism and cheating will be reported to the university. The first instance will receive a grade of zero for that assignment, exam, etc. The second will result in a further action, and at the instructor's discretion a failing grade in the class may be given and potential disciplinary action by the university may be taken.

## Addressing Sexual Misconduct

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

## Student Names and Personal Pronouns

Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your CIS account). While CIS refers

to this as merely a preference, I will honor you by referring to you with the name and pronoun that feels best for you in class, on papers, exams, group projects, etc. Please advise me of any name or pronoun changes (and update CIS) so I can help create a learning environment in which you, your name, and your pronoun will be respected. If you need assistance getting your preferred name on your UIDcard, please visit the LGBT Resource Center Room 409 in the Olpin Union Building, or email [bpeacock@sa.utah.edu](mailto:bpeacock@sa.utah.edu) to schedule a time to drop by. The LGBT Resource Center hours are M-F 8am-5pm, and 8am-6pm on Tuesdays.

### Wellness Statement

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at [www.wellness.utah.edu](http://www.wellness.utah.edu) or 801-581-7776.

### Veterans Center

If you are a student veteran, the U of Utah has a Veterans Support Center located in Room 161 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>. Please also let me know if you need any additional support in this class for any reason.

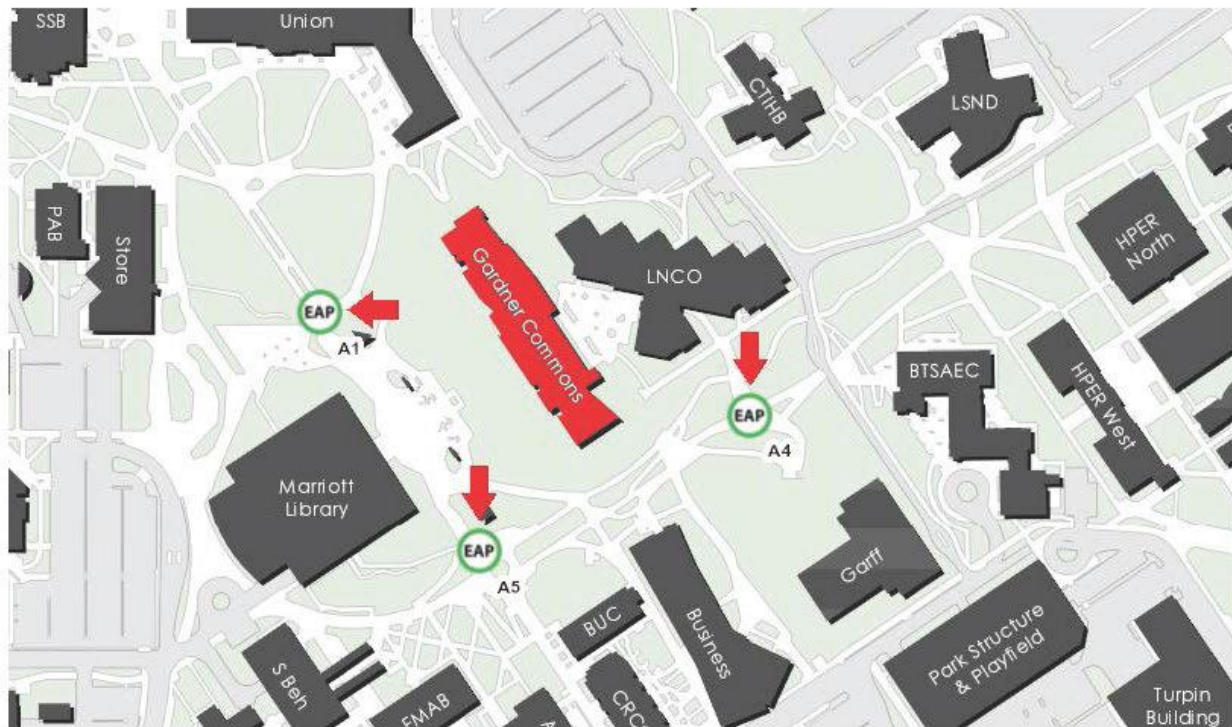
### LGBT Resource Center

The LGBT Resource Center offers Gender and Sexuality (formerly Safe Zone) trainings for faculty, staff and instructors at the U. You can also schedule one for your office or Department. The aim of the training is to promote inclusive teaching and foster a respectful, safe environment for lesbian, gay, bisexual, transgender, queer and questioning individuals in our classrooms. For more information about trainings/ workshops, panels and suggesting on how to ask about personal pronouns and preferred student names please go to: <http://lgbt.utah.edu/lgbtrc-programs/trainings.php>. If you plan to indicate that your classroom is a safe zone, please attend one of these trainings.

### Learners of English as an Additional Language

If you are an English language learner, please be aware of several resources on campus that will support you with your language and writing development. These resources include: the Writing Center (<http://writingcenter.utah.edu/>); the Writing Program (<http://writing-program.utah.edu/>); the English Language Institute (<http://continue.utah.edu/eli/>). Please let me know if there is any additional support you would like to discuss for this class.

# CSBS EMERGENCY ACTION PLAN



## BUILDING EVACUATION

EAP (Emergency Assembly Point) – When you receive a notification to evacuate the building either by campus text alert system or by building fire alarm, please follow your instructor in an orderly fashion to the EAP marked on the map below. Once everyone is at the EAP, you will receive further instructions from Emergency Management personnel. You can also look up the EAP for any building you may be in on campus at <http://emergencymanagement.utah.edu/eap>.



## CAMPUS RESOURCES

**U Heads Up App:** There's an app for that. Download the app on your smartphone at [alert.utah.edu/headsup](http://alert.utah.edu/headsup) to access the following resources:

- **Emergency Response Guide:** Provides instructions on how to handle any type of emergency, such as earthquake, utility failure, fire, active shooter, etc. Flip charts with this information are also available around campus.
- **See Something, Say Something:** Report unsafe or hazardous conditions on campus. If you see a life threatening or emergency situation, please call 911!

**Safety Escorts:** For students who are on campus at night or past business hours and would like an escort to your car, please call 801-585-2677. You can call 24/7 and a security officer will be sent to walk with you or give you a ride to your desired on-campus location.