

# ECO5942

## SYLLABUS

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### M.S. APPLIED ECONOMICS INTERNSHIP



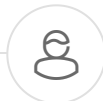
## COURSE INFORMATION

- **Credit Hours:** 3 hours
- **Prerequisites:** Enrollment in the M.S. in applied economics program



## COURSE DESCRIPTION

The M.S. in applied economics internship course is intended to facilitate the transition from the academic world to the workplace by giving the student first hand experience in the public or private sector and improving writing and documentation skills by completing written assignments reflecting on experience which are shared among other students in the course. The topics covered in the course allow students to familiarize themselves with issues they will encounter in the workplace. The internship often guides the student into a specific area of economics, based on the experience. In addition, contacts made during the internship can assist in finding a job after graduation.



## COURSE INSTRUCTOR

- Dr. Katie Sherron
- Director, Master's in Applied Economics
- [ksherron@fsu.edu \(mailto:email@fsu.edu\)](mailto:ksherron@fsu.edu)
- (850) 644-7098
- Economics Department / Office Location BEL284
- Office Hours Tuesdays 9:00 - 10:00 am or by appointment



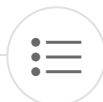
↩ Emails will be responded to within 24 to 48 hours.



## LEARNING OBJECTIVES

At the completion of this course, students will be able to:

1. Adopt the work habits of professional economists and analysts
2. Observe and execute proper conduct in the work place
3. Identify and utilize proper communication among professionals
4. Synthesize and organize experiences
5. Improve technical writing and communication of work place tasks and experiences



## STUDENT RESPONSIBILITIES

- Students should log on to Canvas at least every other day to check for course updates.
- Students are expected to keep up with the class, engage with the course material, and submit assignments by the due dates.
- Assignments, quizzes, and exams are expected to be products of individual students per the **FSU Academic Honor Policy** (<http://registrar.fsu.edu/bulletin/undergraduate/information/integrity/>). Students should not discuss any of the questions with each other before or during the actual assignments, activities, quizzes, or exams without instructor approval.
- To receive maximum points for questions, students need to follow the instructions carefully, follow word limits as instructed, and use spell and grammar checking.
- To be successful in this course, students need to complete all required assignments and tests.



## GRADING POLICY

Your course grade is based on your biweekly discussion board posts and responses, a letter of evaluation from your internship supervisor, and an end of semester report.

Activity	Percent
Discussion Board Posts and Responses	40
Letter of Evaluation	30
End of Semester Report	30



## GRADING SCHEME

The following grading standards will be used in this class:

### Grading Scheme Breakdown

Grade	Range
S	$\geq 80\%$
U	$< 80\%$



## DISCUSSION BOARD POSTS

Every other week, you will post your summary of activities on the discussion board or respond to the question(s) posted by the instructor. The purpose of these posts is

- to help you synthesize and organize your experiences,
- as an aid to writing the required paper at the end of the semester,
- to keep records for yourself, and
- to share interesting and potentially useful experiences with one another.

Your post should be 200 words in length and may include the tasks you were assigned to do, how you did them, what knowledge and information you needed to do them, and any experiences you had that might be of interest to others. Especially include any tips from your weeks' experiences that might be helpful to other interns on the job: how you handled a challenging situation, mistakes you'd like not to repeat, how to create a positive outcome.

For each discussion board assignment, respectfully respond and engage with peers' posts. Your response(s) to peers should be 100 words in total. Feel free to share a similar experience or express how your internship differs. Successful responses will encourage classmates to think more deeply, ask a useful question, push the conversation in a new direction, or otherwise improve the discussion and understanding of yours and others' internship experiences.

**Late work, including work submitted via email, is not accepted.** Given that students may experience unexpected events, including technical difficulties, I encourage you to post to the discussion board well ahead of the official due dates.



## LETTER OF EVALUATION

At the end of the semester, your supervisor must provide me with a letter of evaluation of your job performance. You need to ensure that this letter of evaluation is completed and sent directly to me by the due date.

**Late letters will result in a 10 point penalty per day.** Given that your supervisor has other commitments and responsibilities, encourage him or her to submit your letter well ahead of the official due date.



## END OF SEMESTER REPORT

At the end of the semester, you will submit a summary report of your activities during the semester. The report should not be a day-by-day recapitulation of your activities; rather, it should be organized by task. For each task, the report should describe the task; describe the information, skills, and tools required to complete the task; and explain how the task contributed to the overall goals and objectives of the organization. The report should also relate the tasks to the knowledge and experience you have acquired in your academic coursework.

The report should be 2000 words, typed, double-spaced, standard margins and font size with tables and charts as appropriate.

**Late work, including work submitted via email, is not accepted.** Given that students may experience unexpected events, including technical difficulties, I encourage you to submit the report ahead of the official due date.



## TECHNOLOGY REQUIREMENTS

Course content is accessible through Canvas. Students will need to be able to view videos, write and upload assignments, post to discussion boards, and take assessments. Students should have access to high-speed internet and updated software. Mobile devices may be used to view course content, upload assignments, and take assessments as determined by the instructor. To view the most current technology requirements, visit the **[FSU Canvas support site](https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/)** (<https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/>).



## CANVAS SUPPORT

Need help with Canvas? Contact FSU Canvas Support:

✉ **Email:** [canvas@fsu.edu](mailto:canvas@fsu.edu) (<mailto:canvas@fsu.edu>)

📞 **Phone:** (850) 644-8004

🌐 **Website:** [support.canvas.fsu.edu](http://support.canvas.fsu.edu) (<http://support.canvas.fsu.edu>)

🕒 **Hours:** 8am to 5pm, Monday - Friday



## FSU LIBRARIES RESOURCES & SERVICES

Whether on campus or learning online, you can **[access library resources easily](https://lib.fsu.edu/service/campus-access)** (<https://lib.fsu.edu/service/campus-access>). You'll find databases, tutorials, workshops, and other helpful resources in the **[FSU Libraries for Students](#)** Canvas org site (all students are enrolled automatically). For recommended research resources and ways to connect with **[your librarians](#)**

(<https://lib.fsu.edu/service/library-liaisons>), look for "Library Tools" in your Canvas course navigation.



## COURSE POLICIES

### COMMUNICATIONS/IN-PERSON AND ONLINE ETIQUETTE

#### **Behavioral Guidelines for Discussions:**

- Please use respectful language when posting your responses to prompts in the Discussion Boards.
- Be mindful of how you express your emotions and humor, and be sensitive to cultural and ability differences of your peers.
- Keep postings to the point, and make sure your comments are relevant to the topic of discussion. Be sure to follow the instructions outlined for each specific discussion.
- Avoid messages such as, "Wow," "Way to go," or "Ditto" and aim for comments that validate other members' ideas through careful explanation of why you agree.
- When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

#### **For Email Communication:**

- For email, please respond to your instructor's and peers' messages promptly.
- Use a brief description in the subject line that outlines the topic of discussion.
- Avoid using slang or profane words.
- Use the title your instructor prefers for communication.
- Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
- Sign your email messages using your full name.
- AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as "shouting."
- Use correct spelling, grammar, and punctuation, just as you would for any communication.
- Ask yourself whether you would be comfortable if someone other than the intended receiver were to read the message. Remember, email is not a completely secure form of communication.
- Report anything inappropriate considered to be of a serious nature to your instructor, as it may be a violation of University policy.
- Treat others with respect by making messages clear and succinct.



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## COURSE RECORDING PERMITTED

In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only. As noted, sharing, posting, or publishing classroom recordings may subject you to honor code violations and legal penalties associated with theft of intellectual property and violations of other state law. Moreover, students and educators have expressed concern that recording classroom activities may negatively impact the learning experience for others, especially in classes that involve questions, discussion, or participation. To protect a learning environment in which everyone feels free to experiment with ideas, we ask you refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recording so that they do not include participation by other students without permission. Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.



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## COURSE RECORDING NOT PERMITTED

In this class, consistent with state law and university policy, you may not make recordings of classroom activities without the permission of the instructor. This policy applies to both audio and video recordings.



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## UNIVERSITY POLICIES

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### UNIVERSITY ATTENDANCE POLICY

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Please note: Because students who test positive for COVID-19 are required to self-isolate for ten (10) days, positive COVID-19 test results, required isolation orders, or documentation of contact tracing should all be considered valid documentation for missing class.

## ACADEMIC HONOR POLICY

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The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and... [to] strive for personal and institutional integrity at Florida State University." (For more details see the [\*\*FSU Academic Honor Policy and procedures for\*\*](#)

[\*\*addressing alleged violations\*\*](#) [\\_\(http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy\)\\_](http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy).)

## ACADEMIC SUCCESS

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Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Dean of Students office to learn more.

## PROCESS FOR RESOLVING ACADEMIC PROBLEMS OR GRIEVANCES

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Please use this [\*\*step-by-step guide to resolving academic problems\*\*](#) [\\_\(https://www.fda.fsu.edu/sites/g/files/upcbnu636/files/Media/Files/General%20Academic%20Appeals/Acad\\_Solving\\_Flowchart\\_Binder\\_Oct-2020.pdf\)\\_](https://www.fda.fsu.edu/sites/g/files/upcbnu636/files/Media/Files/General%20Academic%20Appeals/Acad_Solving_Flowchart_Binder_Oct-2020.pdf) to begin the process of communicating with your instructor to resolve any confusion or difficulty you may be having in the course. Detailed information on FSU's grievance procedure, including special instructions for students enrolled in an FSU branch campus, is maintained on the General Bulletin's [\*\*Academic Integrity & Grievances\*\*](#) [\\_\(https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm\)\\_](https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm) webpage. Out-of-state distance learning students should review the Office of Distance Learning [\*\*Complaint Resolution\*\*](#) [\\_\(https://distance.fsu.edu/about-us/complaint-resolution\)\\_](https://distance.fsu.edu/about-us/complaint-resolution) page for additional procedures.



**AMERICANS WITH DISABILITIES ACT**

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Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

- (1) must register with and provide documentation to the Office of Accessibility Services (OAS);
- (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and,
- (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the

**[Office of Accessibility Services \(Tallahassee Campus\)](https://dsst.fsu.edu/oas)** [\\_ \(https://dsst.fsu.edu/oas\)](https://dsst.fsu.edu/oas)

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

[oas@fsu.edu \(mailto:oas@fsu.edu\)](mailto:oas@fsu.edu)

<https://dsst.fsu.edu/oas>

**[Student Accessibility Services \(Panama City Campus\)](https://pc.fsu.edu/students/student-affairs/sas)**

[\\_ \(https://pc.fsu.edu/students/student-affairs/sas\)](https://pc.fsu.edu/students/student-affairs/sas)

Office of Student Affairs

4750 Collegiate Drive

2nd Floor Barron Building (Room 215)

Florida State University Panama City

Panama City, FL 32405

(850) 770-2172 (office)

(866) 693-7872 (toll free)

Email: [sds@pc.fsu.edu \(mailto:sds@pc.fsu.edu\)](mailto:sds@pc.fsu.edu)

<https://pc.fsu.edu/students/student-affairs/sas> [\\_ \(https://pc.fsu.edu/students/student-](https://pc.fsu.edu/students/student-affairs/sas)

[affairs/sas\)](https://pc.fsu.edu/students/student-affairs/sas)

## FREE TUTORING FROM FSU

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On-campus tutoring and writing assistance are available for many courses at Florida State University. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

### *Tallahassee Campus*

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For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see the [Academic Center for Excellence \(ACE\) Tutoring Services' website](http://ace.fsu.edu/tutoring) (<http://ace.fsu.edu/tutoring>) or contact [tutor@fsu.edu](mailto:tutor@fsu.edu) (<mailto:tutor@fsu.edu>).

### *Panama City Campus*

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**The PC campus provides both in-person and remote tutoring. In-person tutoring is available at the Robbins Center for Academic Excellence and Innovation in the Holley Building (which also houses the Digital Design Studio). Remote tutoring will be available through Zoom.** To inquire about tutoring options for the PC campus, please visit the [Peer Tutoring website](https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring) ([https://pc.fsu.edu/students/academic-advising-student-success-center/peer\\_tutoring](https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring)) or contact an academic advisor in the Advising Center in the Holley Building to discover your options.

## CONFIDENTIAL CAMPUS RESOURCES

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Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

**[Victim Advocate Program](https://dsst.fsu.edu/vap)** (<https://dsst.fsu.edu/vap>)

University Center A,

Room 4100, (850) 644-7161,

Available 24/7/365,

Office Hours: Monday-Friday 8am-5pm

<https://dsst.fsu.edu/vap> (<https://dsst.fsu.edu/vap>)

**[Counseling & Psychological Services \(Tallahassee Campus\)](#)**

[\(https://counseling.fsu.edu/\)](https://counseling.fsu.edu/)

Askew Student Life Center, 2nd Floor  
942 Learning Way  
(850) 644-8255 / (850) 644-TALK  
<https://counseling.fsu.edu/>

**FSU PC Counseling Center (Panama City Campus)** [\\_\(https://pc.fsu.edu/students/student-affairs/counseling-services\)\\_](https://pc.fsu.edu/students/student-affairs/counseling-services)

Kathleen Duval, LCSW  
Barron Building, Room 303  
(850) 770-2174 (office)  
(850) 832-3594 (cell)  
<https://pc.fsu.edu/students/student-affairs/counseling-services>

**University Health Services** [\\_\(https://uhs.fsu.edu/\)](https://uhs.fsu.edu/)

Health and Wellness Center,  
(850) 644-6230  
<https://uhs.fsu.edu/>

## FSU FOOD PANTRIES

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FSU has established Food Pantries where students in need can pick up non-perishable food items freely and anonymously. The Food Pantry is available during the pandemic, and it is free and open to all students to take what they need. Donations for collection of non-perishable food items are encouraged.

For more information about the Tallahassee Food Pantry, visit the **Tallahassee Food for Thought Pantry website** [\\_\(https://dos.fsu.edu/resources/food-for-thought-pantry\)](https://dos.fsu.edu/resources/food-for-thought-pantry)

[\\_\(https://dos.fsu.edu/resources/food-for-thought-pantry\)](https://dos.fsu.edu/resources/food-for-thought-pantry). The pantry is located at University Center A, Suite 4148. If you have questions or concerns, contact the Department of Student Support and Transitions at [dsst@fsu.edu](mailto:dsst@fsu.edu) or (850) 644-2428.

For more information about the Panama City Food Pantry, visit the **PC Food Pantry website** [\\_\(https://pc.fsu.edu/students/student-services/food-pantry\)](https://pc.fsu.edu/students/student-services/food-pantry) [\\_\(https://pc.fsu.edu/students/student-services/food-pantry\)](https://pc.fsu.edu/students/student-services/food-pantry). The pantry is located at Holley West Hall. If you have questions or concerns, contact Kathleen Duval LCSW at [krduval@fsu.edu](mailto:krduval@fsu.edu) or (850) 770-2174.

## SYLLABUS CHANGE POLICY

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"Except for changes that substantially affect implementation of the evaluation (grading) statement,








this syllabus is a guide for the course and is subject to change with advance notice."






## COURSE SUMMARY

All course assignments and texts with due dates are listed below. To be successful in this course, be sure to complete all required assignments by the due date.

### Course Summary:

Date	Details	Due
Thu Jan 13, 2022	 <a href="https://canvas.fsu.edu/courses/198604/assignments/1415815">Weeks 1 and 2 Discussion</a> <a href="https://canvas.fsu.edu/courses/198604/assignments/1415815">(<a href="https://canvas.fsu.edu/courses/198604/assignments/1415815">https://canvas.fsu.edu/courses/198604/assignments/1415815</a>)</a>	due by 11:59pm
Thu Jan 27, 2022	 <a href="https://canvas.fsu.edu/courses/198604/assignments/1415821">Weeks 3 and 4 Discussion</a> <a href="https://canvas.fsu.edu/courses/198604/assignments/1415821">(<a href="https://canvas.fsu.edu/courses/198604/assignments/1415821">https://canvas.fsu.edu/courses/198604/assignments/1415821</a>)</a>	due by 11:59pm
Thu Feb 10, 2022	 <a href="https://canvas.fsu.edu/courses/198604/assignments/1415822">Weeks 5 and 6 Discussion</a> <a href="https://canvas.fsu.edu/courses/198604/assignments/1415822">(<a href="https://canvas.fsu.edu/courses/198604/assignments/1415822">https://canvas.fsu.edu/courses/198604/assignments/1415822</a>)</a>	due by 11:59pm
Thu Feb 24, 2022	 <a href="https://canvas.fsu.edu/courses/198604/assignments/1415823">Weeks 7 and 8 Discussion</a> <a href="https://canvas.fsu.edu/courses/198604/assignments/1415823">(<a href="https://canvas.fsu.edu/courses/198604/assignments/1415823">https://canvas.fsu.edu/courses/198604/assignments/1415823</a>)</a>	due by 11:59pm
Thu Mar 10, 2022	 <a href="https://canvas.fsu.edu/courses/198604/assignments/1419033">Weeks 9 and 10 Discussion</a> <a href="https://canvas.fsu.edu/courses/198604/assignments/1419033">(<a href="https://canvas.fsu.edu/courses/198604/assignments/1419033">https://canvas.fsu.edu/courses/198604/assignments/1419033</a>)</a>	due by 11:59pm
Thu Mar 24, 2022	 <a href="https://canvas.fsu.edu/courses/198604/assignments/1419040">Weeks 11 and 12 Discussion</a> <a href="https://canvas.fsu.edu/courses/198604/assignments/1419040">(<a href="https://canvas.fsu.edu/courses/198604/assignments/1419040">https://canvas.fsu.edu/courses/198604/assignments/1419040</a>)</a>	due by 11:59pm
Thu Apr 7, 2022	 <a href="https://canvas.fsu.edu/courses/198604/assignments/1419044">Weeks 13 and 14 Discussion</a> <a href="https://canvas.fsu.edu/courses/198604/assignments/1419044">(<a href="https://canvas.fsu.edu/courses/198604/assignments/1419044">https://canvas.fsu.edu/courses/198604/assignments/1419044</a>)</a>	due by 11:59pm

Date	Details	Due
Thu Apr 21, 2022	 <b><u>Weeks 15 and 16 Discussion</u></b> ( <a href="https://canvas.fsu.edu/courses/198604/assignments/1419045">https://canvas.fsu.edu/courses/198604/assignments/1419045</a> )	due by 11:59pm
Mon Apr 25, 2022	 <b><u>End of Semester Report</u></b> ( <a href="https://canvas.fsu.edu/courses/198604/assignments/1415813">https://canvas.fsu.edu/courses/198604/assignments/1415813</a> )	due by 11:59pm
	 <b><u>Letter of Evaluation</u></b> ( <a href="https://canvas.fsu.edu/courses/198604/assignments/1415806">https://canvas.fsu.edu/courses/198604/assignments/1415806</a> )	due by 11:59pm