Consumer and Family Economics Option
Internship Process

1) Identify an internship.
   a. The ResEc Department can be helpful to you in finding an internship and in taking full advantage of the opportunities you discover. Nonetheless, much of the responsibility rests with the individual student. As an individual you must take the initiative to act on this information and these opportunities. Establish a relationship with Career Services during your first or sophomore year. Build a network of contacts and use creative methods to identify additional opportunities. Active participation in the Department’s Undergraduate Club, the Resource Economics Society, will prove helpful.
   b. Internships in the summer months between academic years or within a semester are excellent ways to use the knowledge and skills learned in your courses, develop new skills, and start to build your career network. To get started, attend a workshop at Career Services (see http://www.umass.edu/careers/).
   c. The ideal time for your 9-credit required internship is between your junior and senior year. Start looking early.
   d. Meet with the department internship coordinator (Dr. Sheila Mammen) to evaluate whether the internship options you are considering meet the requirements for the Consumer and Family Economics option.

2) Ask a ResEc faculty member to sponsor your internship.

3) Develop an Academic Contract with the faculty member for what you will do to earn the internship credits.
   a. Fill out the Academic Contract Form (available from the ResEc Internship Coordinator or the Field Experience Office in Goodell).
   b. Fill out or write an Internship Contract Attachment (see attached example).
   c. The ratio of hours worked to credits earned is roughly 40:1. Therefore, in order to earn the minimum 9 credits, 360 hours will need to be completed at the internship.

4) Have the Academic Contract signed by:
   a. Your faculty sponsor.

5) Have the Internship Contract Attachment signed by:
   a. Your faculty sponsor
   b. ResEc internship coordinator

6) The department internship coordinator will make a copy of your internship paperwork when she/he signs it.
   a. Courses taken during fall or spring semester: the Internship Director will have the Undergraduate Secretary in the department register you for the internship credits under RES-ECON 398 (you cannot register yourself).
   b. Courses taken during the summer: You must register with UMass Continuing and Professional Education (http://www.umassulearn.net/) for RES-ECON 398. To do this, you will need to print the Independent Study Registration Form from the website (http://www.umassulearn.net/registration-info/forms), fill it out and have it signed, and take it to UMass CPE to register.

7) FINALLY, take paperwork to the Field Experience Office in Goodell!
Consumer and Family Economics Option
Internship Contract Attachment
RES-ECON 398 (Pass/Fail)

Name:___________________________________________ Phone #:_____________________________________________

Email:___________________________________________ Faculty Sponsor:______________________________________

# of credits:______________________________________ Internship Period:__________________________________

Internship Site:________________________________________________________________________________________

Faculty Sponsor Signature:______________________________________________________________________________

ResEc Internship Coordinator Signature:_________________________________________________________________

Requirements for successful completion of internship experience:

1. You will keep a daily record of your work activities. This will be submitted to your faculty sponsor by: 
   __________________________________________________________________________________________

2. You will submit a 7-9 page paper that reflects integration of your internship activities with your coursework learning. The paper will demonstrate the connection between your academic preparation and the practical aspects of your internship. This paper will be submitted by: ______________________________

3. You will report to your faculty supervisor by phone (413-665-8579 [home]; 413-545-2470 [campus]) or email as specified by the sponsor at: ______________________ on the following dates: ______________________
   __________________________________________________________________________________________

4. You will complete a progress report sent to you by the Field Experience Program.

5. Your on-site supervisor will complete an evaluation of your performance to be submitted no later than the last day of the internship. The Field Experience Program will request this evaluation.

6. You will complete any additional requirements specified by your faculty supervisor (portfolio, oral presentation, etc.)

7. You will fulfill all responsibilities assigned to you by your on-site supervisor.

8. The nature or duration of your internship cannot change without the written permission of your faculty supervisor.

Keep in Mind:

- Internships require PRIOR registration to earn credits – before you start the internship.
- They are like courses: you have a professor and requirements as set out in the academic contract. Your professor will grade you as pass or fail based on your performance of the academic contract and satisfactory site evaluation reports.
- Only the type of work at the specified site as documented in the contact can earn internship credits.