

**GEORGE MASON UNIVERSITY  
EXPERIENTIAL LEARNING AGREEMENT**

**THIS EXPERIENTIAL LEARNING AGREEMENT** ("Agreement"), dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Effective Date"), is made by and among

\_\_\_\_\_ ("Student"),

\_\_\_\_\_ ("Site"),

and George Mason University ("University") (together, the "Parties"). The purpose of this Agreement is to place Student in a work assignment with the Site, as part of an experiential course of study, offered by the University for academic credit.

Description of Academic Experience:

Site: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Faculty Supervisor:

**TERM:** Start Date and End Date:

Description of Student Responsibilities for the course:

Learning Objectives:

The following documents are attached and are incorporated by reference:

Attachment A: Syllabus

Attachment B: General Terms and Conditions

Attachment C: Consent Agreement

The Student, the Site, and the University agree with the above terms, and with the terms and conditions on Attachments A and B.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_

University: \_\_\_\_\_

Date: \_\_\_\_\_

## ECON 498: Internship in Economics Overview

---

**Instructor:** *Dr. Jason Dunick*

**Office:** *Enterprise 346*

**Phone:** *993-1141*

**Email:** [jdunick@gmu.edu](mailto:jdunick@gmu.edu)

**Office Hours:** *By appointment, just ask!*

---

**Course Description:** In this course, students participate in an economics-related internship with assistance from Career Services for college credit. A pre-internship proposal and a final reflection paper are required.

**Prerequisites:** Students must have completed:

- ECON 103 & 104
- Six hours of upper-division coursework in ECON (300- or 400-level courses)
- At least 60 credit hours (junior or senior standing)

In addition, students must have a 2.5 GPA or higher in both overall and in their major courses.

**Registration:** Registration for this course follows an atypical process. **Before registering, a student must find an internship and come to an agreement with the workplace sponsor.** The student should then submit the following documents to the instructor prior to registration:

1. **Internship Application** that includes a 300-word proposal and a graduation evaluation
2. **Internship Contract** signed by the workplace sponsor
3. **Service Learning Agreement** signed by the workplace sponsor
4. **Student Release Form**

Students may not use a “regular job” as an internship. The internship must be a new short-term opportunity to work with a private firm or public organization to learn something about the field.

Once the course instructor has approved this documentation, you will be granted permission to register. Each student must complete the required paperwork in full. Please note that registration for this course is bound by the same registration deadlines which are relevant for all other courses at George Mason University. **Please be sure to leave ample time to complete the required work before the deadline to add a course.**

This paperwork can be found at <http://economics.gmu.edu/undergraduate/internship-credit>.

**Learning Objectives:** Students will learn how concepts in economics are used and applied outside of academia. Students will also be able to explore particular career interests and gain valuable work experience acquiring both general and discipline specific skills.

**Internship Opportunities:** There are economics-related internships to suit a wide variety of career interests. Previous students have found internships at organizations like Bank of America, Northwestern Mutual Financial, BB&T, Smith Barney, Prudential Carruthers, Bureau of Labor Statistics, National Pollutions Funds Center, U.S. Coast Guard, U.S. Chamber of Commerce, Exxon Mobil, U.S. General Services Admin, Merrill Lynch, The Cato Institute, FINCA International, USA Next, and the International Monetary Fund. Contact Career Services for more information about the opportunities that are available.

**Evaluation:** This is a pass/fail course and students are evaluated based on three components:

1. **An initial 300-word proposal** submitted with the Internship Application (20%).
2. The **Employer Evaluation Form** – completed by the employer (50%).
3. **An 800-word reflection paper** that is due on or before the last day of finals (30%).

The initial proposal should explain how the internship is related to economics and how the work involved will fulfill both the learning objectives and the work-hours requirement of at least 135 total hours of work time.

The employer evaluation form can be found on the economics department website and must be completed by the employer before the end of finals week (see link on the bottom of page 1).

The final reflection paper should assess the quality of the experience. This paper should examine if the learning objectives stated above were achieved and include an account of the specific tasks that were accomplished during the internship. This assignment is also due before the last day of finals week.

All the material should be submitted via email to [jdunick@gmu.edu](mailto:jdunick@gmu.edu) using Microsoft Word or a PDF file.

**Honor Code:** George Mason University has an Honor Code, which requires all members of this community to maintain the highest standards of academic honesty and integrity. Cheating, plagiarism, lying, and stealing are all prohibited. All violations will be reported to the Honor Committee (see [honorcode.gmu.edu](http://honorcode.gmu.edu) for more details).

**Disability Statement:** If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Resources. All academic accommodations must be arranged through that office.

EXPERIENTIAL LEARNING AGREEMENT  
ATTACHMENT B  
GENERAL TERMS AND CONDITIONS

1. **Termination.** The Site or the University may terminate this Agreement at any time without cause, provided that any student currently engaged in the Program at Site shall be given the opportunity to complete the Program, unless the release is related to poor performance.
2. **Definitions.**
  - a. "Site Supervisor" means a Site employee, member, or volunteer, who is responsible for monitoring and supervising the Student throughout the Program.
  - b. "Program" means the structured learning experience at Site, in which Student performs work under the supervision of the Site Supervisor.
  - c. "Faculty Supervisor" means a GMU faculty member who places and monitors the Student in the Program.
3. **Site Responsibilities.**
  - a. *Site Supervisor.* Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the Program.
  - b. *Insurance.* Site shall maintain in force during the Term, general and professional liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Site agrees to advise the University of any changes in this insurance coverage. Site will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this agreement.
  - c. *Compliance with Laws.* The Site shall at all times remain in compliance with all Federal and State laws and regulations, which may affect the Program.
  - d. *Orientation.* Site shall orient both Faculty Supervisor and Student to the rules, policies, regulations and procedures of the Site.
  - e. *Performance Evaluation.* Upon request, Site shall assist the University in the evaluation of the learning and performance of participating Student.
  - f. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with Student's participation in the Program.
4. **University Responsibilities.**
  - a. University agrees to assign to Site only those students who shall have successfully completed any necessary prerequisite courses.
  - b. University will assign Faculty Supervisor to Student, to monitor the Student throughout the Program.
  - c. The University is responsible to Student for academic supervision and grading.
5. **Student Responsibilities**
  - a. *Registration.* Student must register and pay tuition for the course prior to the commencement of the Program.
  - b. *Insurance.* Student shall at all times maintain sufficient health, accident, and hospitalization insurance for the duration of the Program. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the Program.
  - c. *Honor Code.* Student understands and agrees that he or she is at all times during the Program bound by the George Mason University Honor Code, and that Program activities are subject to the Honor Code.
  - d. *Consent Form.* Student agrees to sign the consent agreement attached as Attachment C.
  - e. Student understands that he or she is at all times subject to the Catalog and University Policy.

- f. *Disclosure of Known Risks.* Student shall ensure that Site discloses to Student and Student is aware of known risks associated with participation in the Program.

## 6. General

- a. *Independent Contractors.* The relationship of the Parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically provided in this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint venture between the parties.
- b. *University Liability.* As a state agency, the University is self-insured under the Commonwealth of Virginia Risk Management Plan. This insurance does not cover the operation of Agency vehicles. To the extent provided by the laws of the Commonwealth of Virginia, University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia.
- c. *Nondiscrimination.* Both parties to this Agreement agree to not discriminate on any basis prohibited under state or federal law.
- d. *Confidential Information.* No party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law.
- e. *Federal Employee.* As required by some U.S. Government agencies, Student is not to be considered a federal employee for any purpose other than either of the following:
  - (i) The Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.
  - (ii) Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.
- f. *Amendment to Agreement.* No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.
- g. *Applicable Laws.* This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.
- h. *No assignment.* No party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without all Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.
- i. *Force Majeure.* Neither the University nor the Site will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond such Party's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.
- j. *Final Agreement.* This Agreement is the complete and final agreement between the parties and supersedes all prior oral or written agreements with respect to the subject matter herein.
- k. *Advertising.* Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

ATTACHMENT C

**GEORGE MASON UNIVERSITY  
EXPERIENTIAL LEARNING  
CONSENT AGREEMENT**

Students participating in a for-credit internship must sign this Consent Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate.

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Undergraduate/Graduate/Law School:** \_\_\_\_\_

I am voluntarily participating in a George Mason University for-credit internship, and I understand that any such internship program involves some element of risk. I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, I (including my parents, guardians, and legal representatives) will release, indemnify, and hold harmless George Mason University, and its Trustees, officers, employees, faculty, agents, successors, and assigns from liability for any and all claims, demands rights or causes of action, present or future, resulting from or arising out of any activity or travel conducted by or under the auspices of the George Mason University Internship/Externship Program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by such insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Semester/Academic Year

\_\_\_\_\_  
Signature of Parent or Guardian  
(If Student is under the age of 18)