

**Department of Economics
University of Pennsylvania**

Qualifying for Curricular Practical Training (CPT)

CPT is available for ECON and MAEC majors for summer, fall, or spring internships.

Basic Scenario:

1. Obtain a formal internship offer.
2. Choose an Economics Department course related to the internship. This could be an intermediate course, an upper-level course, an independent study, or an honors thesis (Econ 2100/2200/2310, 4XXX, 4999, or 4900/4910, respectively). It must be a course that you will take in the fall semester immediately following a summer internship, or concurrently with a fall- or spring-semester internship.
3. Register for the course (if not already completed).
4. Contact the Undergraduate Coordinator at econ-ugrad@sas.upenn.edu, and submit the relevant materials.
5. Complete the internship and course.
6. Write a paper relating the internship and course experiences.

(Note that, in general, rising sophomores will be ineligible, because CPT is only eligible for students who have been in residence for twelve months or more.)

Details:

1. Completion of a Related Intermediate or Upper-Level Economics Course

Most students take this route. You must complete the internship and course, for which you will receive a letter grade in the usual way based on your course performance. (Note that Pass/fail is not allowed for CPT courses.)

In addition, you must submit to the Undergraduate Coordinator a 2500-word paper, with references in a standard reference style, which reflects on the internship experience in light of the course.

Possible/desired reflections include: What were the links and synergies between your internship and course? In what ways were they complements? How did the internship change/expand your skills/perspectives as relevant for your course? How did your course change/expand your skills/perspectives as relevant for the organization at which you interned? What was the most unexpected insight that your internship and/or course delivered, and why, and how did it change your view of what's important?

The paper is due by noon on the last day of the term (fall term for summer and fall internships, and spring term for spring internships) and will be read by an Economics Department committee. If you fail to submit the paper on time, the Economics Department may alert your course instructor, who may penalize you (for example by withholding your course grade), and moreover the Economics Department may notify ISSS.

To apply for CPT, submit the following to the Undergraduate Coordinator:

(1.a) Course number and description (it must be an Economics Department course)

(1.b) Offer letter from the sponsoring employer, which should contain a job description

(1.c) A brief statement referencing the offer letter and course description, describing how and why the internship and course are related.

(Note that occasionally it is not possible to find a course that closely matches the internship. In such cases, at the discretion of the Undergraduate Coordinator, the paper may relate the internship to the student's broader Economics major studies and career aspirations.)

2. Completion of an Independent Study

You must register for an independent study course in Economics (ECON 4999). This involves first developing an independent study proposal and finding a faculty member who approves your proposal and agrees to be your supervisor.

Follow the instructions at

<https://economics.sas.upenn.edu/undergraduate/course->

[information/undergraduate-course-descriptions](#). All the rules for Economics independent studies apply. Among other things, only one independent study may count toward the major and satisfy the upper-level course requirement. You must then complete the internship and independent study. You will receive an independent study grade from your supervisor, based on a significant (e.g., 30 pp.) paper prepared under her/his supervision, due by the last day of the term (fall term for summer and fall internships, and spring term for spring internships).

If you fail to submit your paper on time, your independent study supervisor will be alerted and may penalize you (for example by withholding your course grade), and moreover the Economics Department may notify ISSS.

To apply, submit the following to the Undergraduate Coordinator:

(1.a) Independent study proposal and documentation of approval by a faculty supervisor.

(1.b) Offer letter from the sponsoring employer, which should contain a job description.

(1.c) A brief statement referencing the independent study and offer letter, describing how they are related.

3. Completion of a Senior Honors Thesis

If you qualify for the honors program, you can substitute the Economics Department honors seminar (ECON 4900/4910) for ECON 4999 above. In parallel to 4999, you will need to submit to the undergraduate coordinator (1) before registering, a brief statement referencing your internship offer letter and honors thesis, describing how they are related, and (2) at the end of the relevant term, a 2500-word paper reflecting on the summer internship experience in relation to your honors thesis, as described in detail above.

Note that Econ 4900/4910 is a 2-semester 2-CU course, senior-year fall and spring, but only 1 CU counts toward the major. The other CU counts toward the College requirements as a general elective.