

Internship Guidelines & Policies

Finance Department
Gordon Ford College of Business
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(2 pages)

Prerequisites:

1. Completion of 9 hours of upper division Finance courses before the internship commences.
2. An overall cumulative GPA of 2.75 or higher.

Purpose:

The purpose of an internship is for a student to complete a meaningful work experience within a corporate environment and in the process receive course credit through Finance 440 Cooperative Education in Finance. (Finance 440 can be taken only once for a maximum of three (3) credits.) It is required that the work will be Finance related and draw upon the Finance background that the student has attained within their Finance program.

Initiating an internship:

Internships are often made available through the Career Services Center in 216 Cravens, however, it is acceptable for students to initiate an internship through their own personal or professional contacts. Regardless of the origin, in order to receive credit for an internship it must be approved in advance by a Finance faculty member who has agreed to be the internship advisor for the student. It is the responsibility of the student to arrange with a Finance faculty member to be his/her advisor.

The Career Services Center has a series of forms that the student must complete, and the faculty advisor is to be provided a copy of the completed forms. In addition to these forms the student must complete a separate statement describing the special project to be completed and explaining how it will draw upon the Finance skills of the student.

Project:

The internship student will be assigned a “special project” within the internship that will require the student to apply his/her Finance skills. The special project will be assigned by the employer and approved by the faculty advisor. This special project will be the basis for a written report made to the faculty advisor, as well as the basis for a PowerPoint presentation to be made to the Finance Department faculty.

Internship Grade:

The basis for the grade assigned in Finance 440 will be: (1) the scope and magnitude of the project, (2) the written report, and (3) the presentation made to the faculty.

Timeline:

(NOTE: the requirements listed below are in addition to any requirements imposed by the Career Services Center.)

A copy of any and all forms completed by the student for the Career Services Center must be supplied to the faculty internship advisor. These include: 1. Learning Plan; 2. Data Report; 3. Final Report Narrative; and 4. Evaluation Form.

Before registering for the internship course (Finance 440), the student must complete steps 1-5 of the following.

1. The student, either through the Career Services Center or on his/her own, initiates the process of establishing a Finance internship with an employer.
2. The student is responsible for getting a Finance faculty member to agree to be the internship advisor.
3. The Career Services Center forms must be completed and a copy of those forms given to the faculty internship advisor.
4. The student will arrange with the employer to be assigned a “special project,” which will usually be outside the everyday duties of the internship.
5. The student will write a description of the “special project,” have the employer sign it, and present it to the faculty internship advisor in a folder for approval.
6. The student and the faculty internship advisor will agree upon a reporting framework requiring the student to report to the advisor on a regular basis (e.g., once a month) either in writing or orally on the progress of the internship and the special project.
7. Near the completion of the internship, the student must provide a written report to the faculty internship advisor specifically describing the special project and the results of the project.
8. Before the end of the semester in which the student expects to receive internship credit for Finance 440, the student will arrange to make a PowerPoint presentation to the Finance faculty which will cover the student’s experiences as well as details of the special project.