

## Department of Finance – Internship Policy (FIN 399)

### *Student Eligibility:*

To be eligible to apply to have internship credit used as a finance elective, the student must have *by the beginning of the internship*:

1. Completed FIN 360 with a grade of B or higher,
2. Completed one additional upper-level finance elective with a grade of C or higher, and
3. A grade point average of 3.00 or higher in all upper-level finance courses.

### *Criteria:*

For internship credit to be applied as a finance elective:

1. The internship must involve substantial exposure to the financial aspects of the company's operations or a variety of finance-related learning experiences.
2. The learning experience from the internship must be substantive and varied. The learning experience should include valuable finance skills as well as cognitive growth and understanding. Many internships will require a written paper, supplementing internship work responsibilities, to meet these expectations.
3. The internship must involve 60 hours per credit hour earned.
4. There must be an approved list of internship objectives to be achieved by the intern through completing the internship.
5. There must be an approved, detailed job description from the company (on official letterhead) and an agreement to certify hours worked and complete an evaluation of your work.
6. The internship must be a new experience–You may not receive credit for an existing or prior job/internship.
7. Internships are not permitted with firms that are owned or managed, fully or in part, by family members, nor can interns be supervised, directly or indirectly, by family members.

### *Procedure:*

1. The application for applying internship credit as a finance elective should be submitted to the Department at least two months prior to the beginning of the internship.
2. Internship credit will not be approved retroactively.
3. No more than 3 credit hours of Internship credit may be used for finance electives.
4. Approval of all applications is subject to the discretion of the Department.
5. Successful applicants are required to complete a post-internship assessment.

### *Assessment:*

Internship Journal	20%	Bi-weekly report of job activities.
Student Paper/Project	40%	Written paper, 5 pages, double spaced.
Supervisor's Evaluation	40%	Standard form and written evaluation, 1 page