

TOWSON UNIVERSITY
College of Business and Economics
Department of Finance

FIN497– Internship in Finance

Eligibility

The Department of Finance requires that students have completed FIN 350, be a declared business administration major with a concentration in finance, and have a minimum cumulative grade average of 2.50 to be eligible for an internship.

General Advisory

Students who are planning on enrolling in FIN 497 should be forewarned that the course is not a “freebie,” a “gut,” or easy credit. Students should expect challenging job responsibilities and rigorous course assignments related to their internship. The academic side of the internship will require a tremendous amount of thought and analysis presented in the form of written reports.

Students should also be aware that learning on the job is radically different from what they are used to in the traditional classroom. With an internship, it is the responsibility of the student to actively manage his/her own learning/development process. This is clearly different from a classroom where the instructor takes the responsibility for learning and development. While the faculty coordinator and immediate supervisor are always available for consultation, neither will be directly overseeing the “nitty gritty” of the student’s experience. Students enrolling in FIN 497 should feel comfortable taking initiative, asking for assistance, and confronting problem issues when they arise. Otherwise, the work experience will be of very limited value.

Objectives

Prior to beginning your work assignment you will be required to develop a list of objectives for your internship employment experience. These objectives will serve as the guidelines/foundation for your internship assignment; everything that happens related to your internship will extend from these objectives.

These objectives are to be discussed and set in conjunction with your immediate work supervisor. Together the two of you should develop a written statement that bears both of your signatures. The objectives you develop should be specific and related to employment-related skilling and/or behaviors. You must also determine how your progress in meeting these objectives is to be evaluated and measured. Be sure to develop specific and measurable means of evaluation that both you and your supervisor agree upon. These objectives must be submitted to and approved by your faculty coordinator prior to the start of the internship.

Guidelines

Weekly Log (Journal)

Each student will be required to maintain a log or journal that details specific aspects of the internship experience. Students are required to make detailed entries in this log on a weekly basis related to four major areas of the internship. These entries are to be submitted as "progress reports" to the sponsoring faculty member on a weekly basis.

Area 1

Finance Internship Approval Form

Students are required to work a minimum of 120 hours in an actual professional business environment. Internship must relate to student's major prerequisites: 2.50 GPA and have taken FIN 30. Departmental consent is required.

_____ Fall _____
 _____ Spring _____
 _____ Summer _____

PRINT CLEARLY:

Name: _____

Student ID#: _____

Email Address : _____

Telephone Numbers: (local) _____ cell phone) _____

PRINT CLEARLY:

I will be taking my Internship with:

Organization: _____ Location _____

Supervisor: _____ *Email address: _____

Phone #: _____ Fax #: _____

HOW YOU ACQUIRED THE INTERNSHIP:

_____ Internship through TU Career Center's Hire@TU listings.

_____ Internship on my own.

_____ Internship through TU Match (CBE newsletter)

GETTING INTERNSHIP APPROVED:

Bring this form and your internship description (from TU Hire@TU) your type written job description to leave for Department Chair to approve.

Student's Signature

Date

Chair's Signature

Date

(For office use only) Special Permit Given for 497 Section _____ for _____ Semester

Notes:

Rev.08/2010

Appendix A

Please print or type legibly

Intern _____ Term _____

Internship Site _____ Supervisor _____

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
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Appendix B

EMPLOYER'S FINAL KSA PERFORMANCE EVALUATION OF _____

(Please Print)

Dear Employer:

The College of Business and Economics (CBE) understands the need for its graduates to be job-ready and ready to perform immediately upon entering the job market, both as individuals and in teams. Therefore, its curriculum contains concrete, measurable and attainable objectives throughout. As a result, each CBE graduate is expected to perform successfully in eight areas of Knowledge, Skills and Abilities (KSAs) as listed below. Please rate your intern's performance only on the KSAs that apply to the job that you or others in your organization have had an opportunity to observe.

The Rating Scale is 3 = EXCELLENT; 2 = SATISFACTORY; 1 = POOR; N/A = Not Applicable

17.

17) *Treat others with respect; show sensitivity to their views, values and customs*

