



Application for the Finance Internship for credit, FIN 494
 Summer 2010
 Department of Finance and Business Law

Deadline for registration: *May 1, 2010*

Please complete both pages. Please complete this form electronically

Student name: _____ People Soft ID: _____
 Local address: _____ Home address: _____
 Telephone: () _____ Telephone: () _____
 Email address: _____ @ jmu.edu

Requirements. A student wanting to enroll in FIN494 must:

- Be either a junior or senior by the beginning of the term of the internship;
- Have a JMU GPA of 2.8 or above;
- Have a declared major of Finance;
- Provide a copy of a current resume;
- Attach a copy of the current unofficial transcript to this application; and
- Arrange a supervised and approved internship of 200 hours or more in the field of finance.

Internship Employer Information

Company Name: _____ Supervisor: _____
 Address: _____ Title: _____
 _____ Telephone: _____
 Email: _____

Description of Duties: _____

Topic for Internship Project: _____ [pre-approval required]

Is this a paid or an unpaid internship? _____

Record Release Statement. I hereby give my permission to the finance internship faculty advisor and potential internship employers to review my *Unofficial Transcript* from E-campus. I am aware that the information will be reviewed in the application process in determining whether or not I meet the minimum academic requirements established by the College of Business.

Applicant's Signature: _____ Date: _____

Finance Internship Coordinator Approval. This applicant is approved for registration for FIN 494, the Finance Internship Course.

 Internship coordinator date

Finance Internship, FIN 494

Summer 2010

Requirements

Note: Successful completion of Summer Finance Internship, FIN494, for grade and three hours credit is based on satisfactory completion of assignments. Assignments may be tailored to meet specific internship requirements with the advance approval of the Finance Internship Coordinator and employer sponsoring supervisor.

Completion of the following assignments is the basis for earning grade and credit:

1. **Daily Journal:** Students are required to keep a Daily Journal of their job experiences. The journal must be typed and recorded in an Excel worksheet. The Daily Journal is submitted to the Finance Internship Coordinator and is due no later than *September 1, 2010*.
2. **Internship Report:** The company sponsor and student intern will coordinate to select a relevant special project, with the advance approval of the FIN494 Faculty Internship Coordinator, for assignment and completion by the student intern. Concurrent with completion of the special project, the intern will prepare a report summarizing the internship activities. The report must include a 100-word abstract, plus a summary of the internship project(s), and should be 10-20 pages in length, including any relevant graphs and references. The report must be submitted to the Finance Internship Coordinator and is due no later than *September 1, 2010*.
3. **Supervisor evaluation:** You supervisor will be asked to complete an evaluation of your performance during the internship by *September 1, 2010*

Grading: The Finance Internship Course requirements are weighted as follows for assignment of final grade and credit.

Daily ournal	20%
Internship report	50%
Sponsoring supervisor evaluations	<u>30%</u>
Total	100%

Students are encouraged to make full use of the Finance Internship Coordinator and university resources throughout the duration of the Finance Internship Course. The Finance Internship Coordinator is available to provide consultation and support during the internship.

Enrolling in FIN494. Once this form is completed and the internship approved, you must turn this form in to the Department Head, who will provide you with the override necessary for enrollment in FIN494.