

FIN 494 – 2008 Summer Finance Internship Course

Completion Requirements

Note: Successful completion of Summer Finance Internship Course for grade and three (3) hours college 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 sponsor.

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

Daily Journal: Students are required to keep a Daily Journal of their job experiences. The journal must be typed and double-spaced. The Daily Journal is submitted to the Finance Internship Coordinator and is due no later than September 15.

Evaluation criteria:

Above expectations Satisfactory Below expectations Unsatisfactory Not applicable

Internship Special Project and Report: The corporate 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 an executive-level business report appropriate for submission to top management.

The report must include an Executive Summary fully supported with diagnostic research, problem identification, implications, alternative solutions, implementation strategy, recommendations; and results achieved or expected outcome, and bibliography of research sources. The Special Project report must have a minimum of ten (10) pages, double-spaced, not including Appendixes. The Special Project is submitted to the Finance Internship Coordinator and is due no later than September 15.

Evaluation criteria:

Above expectations Satisfactory Below expectations Unsatisfactory Not applicable

Executive Interview Summaries (2 required): Students will interview two senior-level managers to understand their careers and discuss career development. Students will summarize each interview on separate one (1) page written documents with the business card of the manager attached. The two (2) Interview Summaries are submitted to the Finance Internship Coordinator and are due no later than September 15.

Evaluation criteria:

Above expectations Satisfactory Below expectations Unsatisfactory Not applicable



Job Performance and Satisfactory Evaluations: The focus of the Finance Internship Course is to develop practical career-related experience. Performance evaluations are completed by the corporate sponsor and submitted to the FIN 494 Finance Internship Coordinator during the Internship Course.

Performance Evaluations Forms document the basis for grade assignment and awarding of college credit.

Evaluation criteria:

Above expectations Satisfactory Below expectations Unsatisfactory Not applicable

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

Daily Journals	10%
Internship Special Project and Report	50%
Executive Interview Summaries	10%
Job performance and Evaluations	<u>30%</u>
	<u>100%</u>

Any problems during the internship course having potential to cause failure to achieve the objectives of the course must be reported to the Finance Internship Coordinator as soon as practical. Failure to keep the Internship Coordinator informed of potential problems may result in a reduced final grade or failure of the course in the event that the objectives of the Finance Internship Course are not achieved.

Faculty and Internship Coordinator Support

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 on a daily basis to provide consultation and support.

Students are welcome and encouraged to contact the Internship Coordinator anytime by telephone, voice mail, text message, or email.

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