

# UNIVERSITY of HOUSTON

## ROCKWELL CAREER CENTER

Fall 2015

### FINANCE GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from both the Finance Career Counselor and the student's Academic Advisor). **Please read this document carefully as it provides general guidelines for submitting an internship academic credit request and provides information on end of semester requirements for FINA 4396.**

#### Key Facts of the Course

- Enrollment in the internship course will be conducted by the Rockwell Career Center after approval by faculty and the academic advising office. Enrollment is not done by the student through PeopleSoft
- The internship must be related to student's declared major if trying to receive credit for a "Major elective";
- The internship must have start and end dates, along with concrete professional development objectives
- FINA 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- Internships must include 10+ hours worked per week
- Internship course requires payment like any other course at the University of Houston; for exact cost of payment contact the Finance Office located in the Welcome Center
- You must write a term paper to submit to the Internship Faculty Advisor by **Monday, November 30, 2015 at 5:00PM**

#### Course Prerequisites

- Finance majors with junior or senior standing; you must have a degree plan filed
- Students must have a 2.5 GPA at the time of course enrollment request
- Complete FINA 3332, ACCT 2331, ACCT 2332

#### Internship Academic Credit Request Approval Process

A hardcopy of the following items **MUST** be submitted to the Rockwell Career Center by **Friday, August 14, 2015 at 5:00PM** in order for your internship academic credit request to be processed:

INTERNSHIP CREDIT FORM	<ul style="list-style-type: none"><li>• Attach a copy of job posting or detailed offer letter for credit approval and meet with <a href="#">Elizabeth Knapp</a> in the Rockwell Career Center</li><li>• Meet with Academic Advisor and fill out relevant section</li><li>• Submit documents to <a href="#">Elizabeth Knapp</a> at the Rockwell Career Center</li></ul>
EMPLOYMENT AGREEMENT FORM & DOL FACT SHEET	<ul style="list-style-type: none"><li>• Meet with internship employer and complete this form together</li><li>• Submit documents to <a href="#">Elizabeth Knapp</a> at the Rockwell Career Center</li></ul>
JOB POSTING/DESCRIPTION	<ul style="list-style-type: none"><li>• Submit the job posting/description for your internship</li></ul>
RESUME	<ul style="list-style-type: none"><li>• Submit your most recent resume</li></ul>

All forms are available on the [Rockwell Career Center](#) website.

**Please note:** We cannot process your request until a hard copy of all documents have been properly filled out and submitted. Any documents filled out incorrectly will not be processed and the student is responsible for correcting/resubmitting a new document. Thereafter, allow at least two to three weeks for processing.

**Holds:** Should you have a hold on your PeopleSoft account, you will not be enrolled in the internship course; the hold must be removed before you may be enrolled.

### **Re-Enrollment**

If you are dropped from the course for any reason, you must email [Elizabeth Knapp](mailto:Elizabeth.Knapp@uh.edu), Finance Career Counselor, requesting to be re-enrolled. Students will not be re-enrolled automatically. Also, if you are dropped a second time you cannot be re-enrolled and will be ineligible for internship academic credit for the semester.

**Term Paper Deadline is Monday, November 30, 2015 at 5:00 PM.** The term paper must be submitted directly to the Internship Faculty Advisor or be placed in his mailbox located outside of his office; email submissions will not be accepted. Guidelines for Finance Internship for Credit Term Paper: The analytical term paper may vary in length, but is expected to be between 6-8 pages, double spaced, not including examples of your work attached. The term paper should discuss and analyze in detail several of the learning opportunities you had while completing the internship. It is recommended that you select a couple of topics/ assignments and discuss/research them in detail. You must be able to articulate through financial analysis the knowledge gained from the internship. The term paper should discuss both the positive and negatives of the learning experience and demonstrate your knowledge through additional research; samples of work should be attached.

Term Paper Specifications:

1. The paper should be between 6-8 pages, double spaced in 12 point font. It should not exceed 8 pages.
2. Pages must be numbered.
3. Pages should be single-sided, typed on only one side of the paper.
4. Correct grammar and spelling are expected.
5. The paper should have an identifiable organization and structure.
6. Limit attachments and schedule to what is necessary.
7. Blackout names of clients, or anything that is proprietary to the Company you are working for.

If you need help with grammar, formatting or structuring your paper, the Writing Center offers free consultation services for students.

Here is a link to their website: <http://www.uh.edu/writecen/Students/Gen-Con/>

### **Bauer Career Gateway Requirements**

Complete the following items by **Monday, November 30, 2015 at 5:00 PM**

**STUDENT EVALUATION** The survey will be emailed to students in the middle of the internship term. Please be sure that your email is correct on your forms.

**EMPLOYER EVALUATION** The internship supervisor will be sent an evaluation via email. Please be sure that the supervisor's email is correct on ALL the forms you submit to the Rockwell Career Center.

### **Contact Information**

If you have any questions regarding the internship academic credit request process please contact:

**Elizabeth Knapp** | Finance Career Counselor  
Rockwell Career Center | 223 Cemo Hall  
[esknapp@bauer.uh.edu](mailto:esknapp@bauer.uh.edu) | (832) 842---6134

For academic questions regarding the internship course itself (i.e. term paper, grade), please contact the Finance Internship Faculty Advisor:

**Charles Guez, Executive Professor, Department of Finance** 302G UCBB Building (new bldg. next to Cemo Hall)  
[cguetz@uh.edu](mailto:cguetz@uh.edu) | (713) 743-4757