

## 2009 Guidelines for Receiving Academic Credit for Internships in Finance

Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum. As an urban university, many of our students hold some sort of part-time or full-time job. Consequently, it is often difficult to determine when an internship is a job and when it is a learning experience.

### Key Facts of the Course:

- Open to Finance majors only
- If you are an Accounting student you must still meet Finance requirements
- You must have filed your Degree Plan
- Carries three hours of upper level academic credit (It is a course you pay for)
- Prerequisites: FIN 3332, ACCT 2331 & 2332
- Does not effect GPA (S/U)
- You must write a term paper
- Registration done via petition
- Please indicate on your General Petition whether you would like the credit to count as General Business Elective credit or Finance specific credit
- Students are required to work 10 or more hours per week at their internship

### Guidelines for Approval:

- Student must attend internship academic request workshop
- Credit is not given for general work experience. **It must be an internship - not a job.**
- The internship must have a beginning, an end and have concrete professional development goals.

## DUE FIRST

### How to have your internship considered for credit:

All the necessary forms are available on the Rockwell Career Center website at [www.bauer.uh.edu/career](http://www.bauer.uh.edu/career). Fill them out and return them to the Rockwell Career Center. Below is a list of the forms and other materials you must submit.

Pre-screening Form	You will get this form from your academic advisor. You will meet with your advisor to see how this course fits with your degree plan.
General Petition Form	Check option #11 and state that you wish to register for GENB 4396.
Internship Job Description Form	This allows us to see what your duties will be and will allow us to determine if the assignment is credit worthy.
Internship Placement Sheet	This sheet gives us a basic overview of your internship assignment

## DUE after your assignment or at the end of the semester

### At the End of the Semester:

#### *Submit to Internship Faculty Advisor*

<p>Term Paper  (subject to change depending on faculty rep)</p>	<p>In your term paper, apply your Finance education to the work experience. Think of all of the projects and duties you were assigned and evaluate whether the activities performed were effective in reaching the Finance goal. Some questions to consider are: What are the goals of the companies' Finance activities? What was your role in reaching the goal? What were other people's roles? Were your efforts successful in reaching the goals? If it was successful/not successful, explain why, or why not.</p>
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### Completing your Internship Requirements

*Submit the following items through your Career Gateway account at the end of your assignment under the Internship/Coop Placement Tab within your profile. Click on edit and fill out the information listed below:*

<b>Basic Information</b>	This is where you will enter the basic information of the company (ex: Company name, reporting supervisor etc.) and any learning objectives you have established with your employer.
<b>Student/Self Evaluation Form</b>	Complete this form in the Bauer Career Gateway system. Describe how your different skills sets have changed due to your internship experience and also evaluate what the most beneficial features were.
<b>Program Evaluation</b>	This form provides you an opportunity to evaluate the Bauer Internship Program and the UH Co-op Program and your work assignments.
<b>Student Testimonial/Semester Report</b>	Template is in Bauer Career Gateway. A short summary of your internship experience with recommendations for other students who may be interested in that internship. With your permission, this document is kept on file in the Rockwell Career Center for other students to view and learn from.
<b>Employer Evaluation Form</b>	<b>Your Internship supervisor completes this document.</b> Have your internship supervisor complete this document in the Career Gateway system under the "Internship/Co-ops Placements" tab within their Career Gateway account. Please contact us (or have them contact us), if they don't have an account.