

INTERNSHIP HANDOUT

Finance Department

SGMH-5113

It is the philosophy of the Finance Department that the internship program should give students an opportunity to observe and participate in the ongoing activities of a firm whose business is associated with the student's field of study. For this reason, the Finance Department has continued to leave Finance 495 intentionally unstructured.

In order to participate in the internship program, students should complete CICE registration at www.fullerton.edu/CICE and bring it to the Finance Department for Department Chair signature. **It is recommended that the student enroll for the number of units consistent with the hours spent in the internship (see the attached instructions). The student will receive a grade of either credit or no credit. The internship unit credits do not apply toward the Finance concentration.** The student may get information on internships available at the Internship Center in LH-206.

To receive credit for the internship, the student is asked to write two short reports of one and one-half to two pages and turn them in by email to the Finance Department Chair (at mstohs@fullerton.edu). Within two weeks of the beginning of the internship, the student is asked to provide the first report containing the following information:

- The type of Business Company sponsoring the internship is involved in
- An explanation of how the internship position fits into the organizational structure of the sponsor
- The type of skills required for the position and/or skills you anticipate acquiring
- The connection between your activities and your field of study within the department

By the end of the semester, you must prepare a second paper of similar length evaluating your intern experience in terms of:

- The experience you have in the course of the internship
- How beneficial you think these experiences are for helping you find further employment
- What the company might have done to provide you with a more valuable experience (if anything)

Failure to meet either requirement in a timely fashion will result in a grade of “no credit”.

Mark Hoven Stohs
Chairman
Department of Finance
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