

Premier Finance Internship Academic Guidelines

Department of Finance Premier Internship Program (FPIP)

Overview of Credit Requirements:

- FIN493 credit of one unit applies to major requirements.
- Internship credit has academic assignments associated with it. (See below)
- Students are eligible for FIN493 internship credit with a cumulative GPA over 3.70.
- Students are financially responsible for any credit.

Internship Academic Contact Hours Required for Credit

To meet the academic component requirement, all students are required to work a minimum of 120 hours during the semester, complete an initial report during the first week of the internship, interview an executive/manager at the company and provide a written report (with business cards attached) by the end of the semester, submit a mid-semester and end-of-internship evaluation, and submit an employer mid-semester and end-of-internship evaluation to qualify for credit.

Employer Evaluation

One of the most important aspects of your academic assessment is the sponsor evaluation. Your sponsor will be submitting both a mid-semester and end-of-internship evaluation of your performance during the internship.

Academic Components are required as follows:

1. Initial Report
2. Mid-Semester Intern Progress Report
Mid-Semester Sponsor Evaluation
3. Finance Book Overview
4. Informational Interview and Report
5. End-of-Internship Intern Report
End-of-Internship Sponsor Evaluation

The Finance Book Overview and Informational Interview reports are approximately 500 words in length. Detailed directions are given below for each component. The student will turn in all academic components at the end of the internship term or by 5pm on the last day of class for the semester of enrollment (not finals).

1. Initial Report

- A. During the first week of the internship, download the Initial Report found at the Department of Finance Internship Web site at <http://finance.eller.arizona.edu/documents/internshipstudents/InternshipInitialReport.pdf>.
- B. Complete and submit the form to the Program Coordinator (via email to financeinfo@arizona.edu or by fax to 621-1261, marked to the attention of the Program Coordinator) by the end of the first week of the internship.

2. Mid-Semester Report and Evaluation

- A. At the middle of your internship or the semester, whichever occurs first, download the Mid-Semester Intern Progress Report and Mid-Semester Sponsor Evaluation forms, both found at the Department of Finance Internship Web site.

- B. Complete and submit the Mid-Semester Intern Progress Report to the Program Coordinator (via email to financeinfo@arizona.edu or by fax to 621-1261, marked to the attention of the Program Coordinator).
- C. Provide the Mid-Semester Sponsor Evaluation form to your sponsor. Have your sponsor submit the Mid-Semester Sponsor Evaluation form to the Program Coordinator (via email to financeinfo@arizona.edu or by fax to 621-1261, marked to the attention of the Program Coordinator).

3. Finance Book Overview

During the first week of the internship, the student and sponsor will agree on a finance book based on its relevance to the internship work. For instance, a student at a brokerage firm might read a finance book such as Peter Lynch's, Beating the Street.

By the end of the semester, you must write a 500-word overview of the book, describing how the information in the book related to the work you performed during your internship, what you learned from the book about the application of finance, and describing information in the book that related to your finance coursework. For example, a student reading Beating the Street might note how Lynch's stock selection methods were applied in the brokerage firm.

The overview must be submitted by the end of your internship or the last day of classes for the semester (not finals), whichever occurs first. Be sure to include your name, FIN493, name of company and sponsor, and title and author of book in the report.

4. Informational Interview and Report

Sometime during the last month of your internship, conduct an informational interview with a business professional and write a 500 word (2-typed double-spaced pages) report summarizing the interview. The report must be submitted by the end of your internship or the last day of classes for the semester (not finals), whichever occurs first, and must include:

- A. A brief summary of the background information you obtained;
- B. Name of person interviewed, their title, and name of company;
- C. An outline of the three questions you asked** and the person's response; and,
- D. A summary of what you learned from the interview.

A handout of how to conduct a successful Informational Interview follows.

NOTE: Interview cannot be done with a member of the family.

**Suggested sample questions are attached.

Information Interviewing is a very valuable tool for exploring careers. Conducting information interviews will enable you to expand your personal network, gain information about careers in specific companies and sharpen your interviewing skills.

COLLECTING BACKGROUND INFORMATION

The success of informational interviewing is dependent on your ability to ask reasonable and informed questions. You can easily turn people off by asking the wrong kinds of questions. "Tell me about your firm" is an unfair question to ask someone who has put aside other work and made time in his/her day to talk with you. Your questions should be specific and should show some basic knowledge. Therefore before the interview you should obtain some background information. What is the job title of the person you are

interviewing? What is a basic description of this type of job? Information about the company; handout, pamphlets or the company's annual report are useful. Having some basic knowledge about the company and the career field of the person you are interviewing will aid you in asking informed questions.

SUGGESTIONS FOR QUESTIONS TO ASK:

1. What do you do in a typical day? What is the range of your responsibilities?
2. Do you work individually or as part of a team?
3. What are the current issues (innovations, controversies, plans, needs) of you organization? Of the field in general? How will these affect your career?
4. What do you like most about your job? The least?
5. How much interaction does your job involve with co-workers, supervisors, clients?
6. How many hours a week do you work? Do you work weekends?
7. How did you get into this field and your present position?
8. Have you made any major career changes?
9. What experience, training and skills did you bring to the position?
10. What are the opportunities for advancement?
11. What advice do you have for someone interested in this area of work?
12. What personal qualities and skills have been vital to your success in this field? Why?
13. What other occupations are closely related to your work?
14. What type of person is most successful in your field?
15. Would you be able to suggest names of other people I could talk with about my area of interest?

PREPARING FOR THE INTERVIEW

1. Schedule your appointment as early as possible. When asking for an appointment, be specific about both the time you will need (20 - 30 minutes) and the information you seek.
2. Reconfirm your appointment a week before.
3. Write down the time and place of your appointment
4. Know the person's name and how to pronounce it.
5. Have your questions prepared before the interview
6. Professional Dress or company standard is encouraged.
7. Arrive on time. Plan to arrive early if you are unsure where the person's office is.

THE INTERVIEW

1. Introduce yourself; remind the person that this is an informational interview is a career exploration exercise for you.
2. Use a firm grip when shaking hands.
3. Look the person you are interviewing directly in the eyes and remember to smile frequently and at appropriate times.
4. Show the person that you are sincerely interested in what he/she is saying.
5. In concluding the interview, be alert to signals from the person that it is time to end the session.
6. Be sure to thank the person for his/her time and consideration before leaving.
7. As soon as possible, write a thank-you note to the person who talked with you. This can be a simple, handwritten note thanking them for granting you the interview and for taking time to answer your questions.

5. End-of-Internship Report and Evaluation

- A. Toward the end of your internship or the semester, whichever occurs first, download the End-of-Internship Intern Report and End-of-Internship Sponsor Evaluation forms, both found at the Department of Finance Internship Web site.
- B. Complete and submit the End-of-Internship Intern Report form by the end of your internship or the last day of classes for the semester (not finals), whichever occurs first, to the Program Coordinator (via email to financeinfo@arizona.edu or by fax to 621-1261, marked to the attention of the Program Coordinator).
- C. Provide the End-of-Internship Sponsor Evaluation form to your sponsor. Have your sponsor submit the End-of-Internship Sponsor Evaluation form by the end of your internship or the last day of classes for the semester (not finals), whichever occurs first, to the Program Coordinator (via email to financeinfo@arizona.edu or by fax to 621-1261, marked to the attention of the Program Coordinator).

Grading Criteria

FIN493 is offered on a quasi-Pass/Fail Basis. Student's may receive a grade of S or P (Superior or Pass, respectively), which is **not** averaged into the student's GPA, or a grade of C, D or E, which **is** averaged into the student's GPA.

Comprehensive and insightful reports, plus outstanding sponsor evaluations, will receive a **Superior** grade. The reports must be well written, clear and grammatically correct, showing evidence of significant learning in the experience and submitted on or before the due date.

Good performance and reports will produce a **Pass** grade. The reports must be sound overall, but may feature less detail.

Satisfactory performance will produce a **C grade**. This answer will address the main issues requested, but may contain vagueness and/or errors (grammatical or factual).

Poor performance will lead to a **D grade or lower**. Such work will not have fulfilled the requirements set above. Reports can be **graded E** if there is no significant work produced.

Contact

Questions may be addressed to Kay Ross, Department of Finance Program Coordinator.

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