

## **Practicum (Internship) in Finance\***

*\*Applies to FIN4V80, FIN4080, FIN4V90, BA4V80, BA4V90, etc., regardless of the Practicum (Internship) course number for which you are enrolled.*

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### **Instructor-of-Record: Jeffrey A. Manzi, PhD, CFA**

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Phone: 972-883-4884

Office Hours: By Appointment  
Email: [Jeffrey.Manzi@utdallas.edu](mailto:Jeffrey.Manzi@utdallas.edu)

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### **Course Coordinator: Alex Treece\*\***

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Phone(s): 972-883-5022(O)

Office Hours: By Appointment  
Email: [AlexTreece@UTDallas.edu](mailto:AlexTreece@UTDallas.edu)

**\*\*Questions about the internship requirements should be directed to Alex Treece (AlexTreece@utdallas.edu).**

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### **Course Prerequisites, Co-Requisites, and Other Restrictions:**

Undergraduate students who are pursuing a single major can earn up to 6 credit hours (maximum of 3 semesters per degree level) of Internship/Practicum credit towards graduation if elective credits are available on the student's degree plan. Credit hours granted are based on minimum number of hours worked on internship as indicated below.

- 0 or 1 Credit Hours (80 minimum work hours)
- 2 Credit Hours (160 minimum work hours)
- 3 Credit Hours (240 minimum work hours)

Students currently employed full-time seeking to obtain credit via the internship program need to receive proper approval to enroll. A one-page document (signed by the supervisor) identifying the scope of a new learning project (i.e., of the internship) must be submitted to the Career Center. (Mohammed Rahman is the point person for internships in the Career Center. His email address is [Mohammed.Rahman@utdallas.edu](mailto:Mohammed.Rahman@utdallas.edu).) If the proposed internship plan is acceptable, the proposal will be approved through an electronic process. The internship must be related to current major/program and degree level.

### **Student Learning Objectives / Outcomes (ASSIGNMENTS)**

1. Each student must work with his or her supervisor at the employer to construct a set of goals and objectives to accomplish during the internship. The optimal number of goals should be three, though any number from two to five is acceptable. Detailed instructions for completing your list of goals and objectives are included under "Goals & Objectives" in the ASSIGNMENTS area in eLearning. Please note that this assignment must be submitted in eLearning.
2. Each student must prepare an Internship Template and a 2-page paper summarizing his or her internship, including what the student learned, what new skills were developed, advantages, disadvantages, whether the experience met expectations, etc. Detailed instructions for completing the two-part summary of your internship experience is included under "Internship Experience Summary" in the ASSIGNMENTS area in eLearning. Please note that the two files associated with this assignment must be submitted in eLearning.
3. Each student must complete any required evaluation forms through the Career Center.

### **Grading Policy**

The grade for this course is either "credit" ("CR") or "no credit" ("NCR"), also called "pass" or "no pass". To earn a passing grade for the class you must submit the required assignments contained in

eLearning by the specified due dates. Failure to complete and submit any of these items by the due dates will result in a “no credit” grade. No deviations from or exceptions to the grading policy will be permitted!

### **Course & Instructor Policies**

1. If you experience any problems that require our assistance or if your internship ends suddenly for any reason, please contact the course instructor and/or course manager immediately.
2. If you have any issues that might impact your completion of the requirements for this course, please contact the course instructor or course manager immediately.
3. You are expected to check your UTD email regularly and read all messages from your course administrators.
4. All University policies apply: <http://provost.utdallas.edu/home/syllabus-policies>.