

**FIN 6v98 Finance Internship
Section 001
Fall 2016**

Professor Contact Information

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Course Pre-requisites, Co-requisites, and/or Other Restrictions

- Students should work with the Career Center to be selected for an internship or to update the Career Center on their internship before seeking approval to enroll in this course. After receiving approval from the Career Center, students must also receive Program level approval to enroll in this course.
- Graduate students must have completed a minimum of 12 hours of management courses before registering for this internship; this should include 12 hours from the **core classes** of the student's intended degree. (Please note: international students must also meet university requirement for CPT authorization, which for most students requires completing two long semesters of coursework.)
- Graduate students can earn up to 3 credit hours (maximum of 3 semesters per degree level) of Internship 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. Students may enroll for fewer credit hours if desired.
 - 1 Credit Hour (80-159 work hours)
 - 2 Credit Hours (160-239 work hours)
 - 3 Credit Hours (240+ work hours)
- Students currently employed full-time seeking to obtain credit via the internship program need to receive PRIOR APPROVAL to enroll. A one page document (signed by the supervisor) identifying the scope of a **new** learning project must be submitted to the academic program manager.
- Internship must be related to current major/program and degree level.

Student Learning Objectives/Outcomes

1. An internship will provide you with an opportunity to integrate career-related skills learned in an academic setting into a supervised work experience. Working in a home office, from home, remotely and/or virtually will not be approved.
2. You will obtain experience in your degree field.
3. You will have an opportunity to network and develop connections, observe different leadership and decision making styles and learn more about how a business functions.

Required Textbooks and Materials

There are no required textbooks for the internship.

Course Requirements -

- 1. Develop and list three specific goals & objectives to accomplish during the internship and submit a copy to your instructor within the first 2 weeks of the internship. You can use using the Internship Goals form to assist you with this.**
Please check elearning for the exact due date and the Internship Goals form. Late submission is subject to not being accepted and could result in not passing the class.
- 2. Completion Survey:** You will be asked to complete a short survey during the last week of class to discuss the main features of your internship.
- 3. Final Project:** internship case, case and poster or case and final paper. See details below.
PLEASE CHECK WITH YOUR INSTRUCTOR ABOUT WHETHER YOU ARE REQUIRED TO PREPARE A CASE, CASE AND SLIDES OR CASE AND PAPER. You need to submit the final project to your instructor 7 days before the last day of classes for the semester you are enrolled in. Please check elearning for the exact due date.
- 4. Evaluation:** Complete an evaluation form from your internship supervisor and an evaluation form from you. You and your supervisor will receive an email with a link to an online evaluation form. It is important for you and your supervisor to complete the online evaluation by the due date.
- 5. Participate in site visit:** Your instructor may schedule a brief visit with your supervisor (at work location) during the semester to discuss your work experience. It is your responsibility to insure our office has the correct contact information, and to assist in arranging for a visit with your supervisor if one is desired.

All students must submit their goals and complete the survey requirements, final project and evaluation form.

Table for Determining Credit and Final Project

Number of Credit Hours	Minimum Work Hours	Final Project
1	80 – 159 hours	Case
2	160 – 239 hours	Case and Slides
3	240+ hours	Case and Paper

All Students: Internship Class Survey

Content: The survey will ask questions about the internship and your experiences.

Format for Final Submission: The survey will take approximately 15 minutes. Students should be prepared to answer questions about their internship. **The survey will be available on elearning during the last week of classes.**

All Students: Internship Class Case

Content: The case will discuss a current problem that you (the student) faced during your internship and how you resolved the problem. It should highlight your major accomplishments during the internship.

Format for Final Submission: Students must prepare a standard research case project. The case will be 3 to 5 pages in length, NOT including the cover sheet. The cover sheet should include the student's name, section, employer and case title. The case should have margins not to exceed one inch on all sides. The font size should not exceed 12 point and should be double-spaced. The case should NOT contain cut or pasted information from the Internet or other sources. All cases will be scrutinized for plagiarism. **The case is due 7 days before the end of classes for the semester in which you are enrolled. Please check elearning for the exact due date.**

Internship Class Final Project – Case and Slides (2 credit hour option)

The student will submit slides in addition to the case. The case information is given above. The slide information is below.

Content: Your research slides must be project you completed during your internship. The project can be an innovative application of management theory or techniques, the improvement of an existing application, or a solution to a problem in your internship. Students need to discuss the confidentiality of the work they have done for their specific company with their supervisor, and adjust their slides to take that into account. Should your slides involve proprietary information, the name of the company can be changed.

Format for Final Submission: Students must prepare a standard set of 10 – 12 slides. Each slide should be legible and contain the relevant information to discuss the project.

The title slide, bibliography slide (if needed) and appendix slides do not count towards the total number of slides. Your slide deck should include a very brief introduction to the firm, a discussion of the problem or project and the main conclusions (or solution).

Grading: You will be graded on the creativity and applicability of the idea or research, the completeness of the documentation on the submitted slides and the quality of the presentation and description of methods.

Internship Class Final Project – Case and Paper (3 credit hour option)

The student will submit a paper in addition to the case. The case information is given above. The poster information is below.

Content: Students must contact the instructor to determine an appropriate finance topic for the paper. All topics must be pre-approved by your instructor. The topic will be academic in nature and may or may not be tied to your internship experiences.

Format for Final Submission: Students must prepare a standard research paper that contains 12-15 full pages of content, NOT including the cover sheet. The cover sheet should include the student's name, section, employer and paper title. The paper should have margin not to exceed one inch on all sides.

The font size should not exceed 12 point and should be double-spaced. The paper should NOT contain any cut or pasted information from the Internet. All papers will be scrutinized for plagiarism. **The paper is due 7 days before the end of classes for the semester in which you are enrolled. Please check elearning for the exact due date.**

Grading Policy

This is a pass/fail course. To earn a pass for the class you must submit the assignments by the due date. Failure to turn in these items on time will result in a “fail” grade. **NO Deviations or Exceptions to the grading policy!**

Course and Instructor Policies

E-learning: You should check E-learning at least once per week. The site will have deadline information, announcements, assignment links and feedback. If you need more immediate feedback, you are welcome to email me.

1. Questions concerning the assignments should be directed to your instructor.
2. If you experience any problems that require our assistance or if your internship ends suddenly for any reason, please contact your instructor immediately.
3. If you have any issues that might impact your completion of the requirements for this course, please contact your instructor immediately.
4. You are expected to have read the syllabus before your first day of employment.
5. You are expected to check your email regularly and promptly read all messages from your instructor.

Late work: The assignments are due by the end of the class on the due date and will not be accepted after that time.

Academic Honesty: No cheating will be tolerated in this class. Cheating includes plagiarism from others or plagiarism from your own papers, sharing information, talking during a test, taking additional time than allowed, falsifying documents or any other way of getting information from a source that is not allowed or is not cited or any other form of cheating listed under the University Policy (<http://www.utdallas.edu/judicialaffairs/index.html>). This course will use the resource turnitin.com which searches the web for possible plagiarism and is over 90% effective. Any suspicion of cheating will be reported to Judicial Affairs and if you are found responsible, the recommendation will be to follow these guidelines:

- An infraction that a student is found responsible for but is minor AND was unintentional, the recommendation is one letter grade adjustment to the paper/exam.
- A moderate infraction will result in an F in the exam or project.
- Any student found responsible for a major infraction or a second infraction of any severity, will be disciplined with an F in this course.

Please note that if you are suspected of cheating and your case is in Judicial Affairs at the time of reporting grades, your grade will be “NR”. If an employer requires this course or the completion of a degree, this could delay the finalization of the grade by an undetermined amount of time and threaten that employment. In the case of an NR, the student will be responsible for ensuring the grade change is submitted.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Sharing Confidential Information	Class Attendance	Technical Support	Resources to Help You Succeed	Field Trip Policies, Off-Campus Instruction and Course Activities
Student Conduct and Discipline	Withdrawal from Class	Email Use	AccessAbility Services	Religious Holy Days
Academic Integrity	Incomplete Grade Policy	Copyright Notice		
	Student Grievance Procedures			

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.