Practicum (Internship) in Finance*

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

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Course Coordinator: Kristin Spain**

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**Questions about the internship requirements should be directed to Kristin Spain (Kristin.Spain@utdallas.edu).

Course Prerequisites, Co-Requisites, and Other Restrictions:

For students engaged in the practice of financial analysis or management. Credit/No credit only. Credit hours granted are based on minimum number of hours worked on internship as indicated below.

- 0 or 1 Credit Hours (160 minimum work hours)
- 2 Credit Hours (161-239 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. 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 write a 300-500 word summary of their internship experience and post the summary to their LinkedIn accounts as a LinkedIn article. To create a LinkedIn article, please select "Home – Write an Article" from your LinkedIn Home page. Please include the following hashtags at the end of your article: #UTDBSFIN and #JSOMINTERN. Also, tag the Jindal School of Management LinkedIn page.

    The internship experience summary assignment may include what you learned, what new skills were developed, advantages, disadvantages, whether the experience met expectations, or whatever else you would like to comment about. Detailed instructions for completing the summary paper for your internship experience is included under "Internship Experience Summary" in the ASSIGNMENTS area in eLearning. After you have written your summary, please upload a link to your summary 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 of 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.