

## INTERNSHIP IN FINANCE AND FINANCIAL SERVICES (Fin 481)

The Department of Finance and Financial Services at Wright State University offers an internship program as part of its undergraduate curriculum in Finance and Financial Services. The purpose of the internship is to provide qualified finance and financial services majors with professional, on the job training and experience not obtainable in the classroom.

**Academic Standards:** The following academic standards serve as criteria for participation in the internship program.

- (1) An academic grade-point average in your major of not less than 3.0.
- (2) An all-University grade point average of *not less than 2.5*.
- (3) An Internship Faculty Advisor's recommendation affirming above-average ability, good character, and professional promise.

**Course Requirements:** To be eligible for a Department of Finance or Financial Services internship, the student must have completed the following courses or their equivalents:

**Financial Services Majors:**

**FIN 315** -- Personal Financial Planning  
**FIN 351** -- Risk and Insurance  
**FIN 401** -- Investing in Securities  
**ACC 343** -- Federal Income Tax I

**Finance Majors:**

**FIN 311** -- Financial Management II  
**FIN 401** -- Investing in Securities  
**ACC 307** -- Intermediate Accounting I

Any student who does not meet the above requirements may submit a written petition explaining why he or she should be admitted into the internship program.

**Applications:** Applications can be obtained from the Department of Finance and Financial Services, 244 Rike or online at [www.wright.edu/business](http://www.wright.edu/business) in the Finance section under "internships." Applications should be submitted to the [internship coordinator](#) at least one month prior to the beginning of the quarter in which the internship is to take place. In addition to the application, students are required to submit a one-page essay and a current electronic copy (Microsoft Word) of their résumé. All applications are reviewed and either approved or rejected for interviews. (See [Application for Referral Services](#)). Approval does not insure placement; it only grants the student the opportunity to interview with participating firms.

**W.S.U. Career Services**

Students may choose to register with W.S.U. Career Services for assistance in writing a résumé. Career Services also offers assistance in finding an internship position. Please allow yourself enough time to find a position prior to the start of the quarter in which the internship is to take place. Registration with Career Services is not mandatory, since the Department of Finance and Financial Services offers placement services as well. However, all students that want internship credit are required to register with the internship coordinator through the Department of Finance and Financial Services, regardless of how the position is found.

Orientation for Career Services Wright Search résumé data base and use of the Career Resource Center are available on a walk-in basis.

Wright State University Career Services:

<http://career.wright.edu/student>  
Career Advisor Appointments: 775-2556

E-334 Student Union  
Hours: 8-5 M-F

**Interviews:** Interviews are scheduled and arranged by the internship sponsor who matches the skills and interests of the applicant with the needs and preferences of their firm. The Department of Finance and Financial Services, through its faculty advisor, will contact and select all participating firms. Students may be permitted to make independent contacts with potential participating firms when authorized by the faculty advisor. Action to the contrary can result in withdrawal of the internship credit. (See [Application for Internship in Finance 481](#), which must be turned in prior to beginning your internship.)

**Credit:** The internship, Finance 481, is an elective course carrying up to four-quarter hours of credit. These four credit hours qualify as either Finance or Financial Services electives, but may not be used as a substitute for core requirements in the Financial Services concentration. It is possible to do a second (but new position) internship for up to four hours of general business elective credit. In this instance, it must be approved by your academic advisor and the department chair.

**Periodic Reports:** Each intern must provide the [internship coordinator](#) with a brief, [bi-weekly written report](#), describing the work assignments performed. The internship sponsor will be provided a copy of the bi-weekly report by the internship coordinator. In addition, the intern and sponsor must complete [interim and final evaluation reports](#) provided by the Department of Finance. Finally, the intern is required to submit a final evaluation at the conclusion of the internship. This evaluation will consist of a type-written, double-spaced report, consisting of 4 or more pages, assessing the lessons learned from their internship experience. Please include recommendations on how to improve the internship program for future interns. (See [Instructions for Evaluation Report](#)).

**Grading:** The final grade for the course, issued by the faculty advisor, is based upon an assessment of the student's performance and accomplishments and the participating firm's evaluations, which are submitted during and upon completion of the program.

**Length of Internship:** The internship will normally last for one academic quarter, though two quarters are possible and frequently more desirable for the businesses participating in this program. If mutually agreeable, the internship period may include vacation periods that precede and follow the internship quarter.

**Compensation:** Interns may be paid a stipend by the participating firm and are responsible for their own living expenses including travel to and from work.

**Enrollment in Other Courses:** Interns may take other courses during the internship period provided those courses can be scheduled so as not to interfere with the duties of the internship.

**Participating Firm's Responsibilities:** The participating firm cooperates with the faculty advisor in planning meaningful work assignments which will extend the student's education and experience beyond the classroom environment. In addition, the firm has the responsibility of evaluating the individual's performance level, limitations, potential, and developmental needs, and sharing this evaluation with both the student and the faculty advisor. The internship sponsor should contact the faculty advisor after completing the mid-course evaluation to discuss the intern's progress.

#### **FOR ADDITIONAL INFORMATION CONTACT:**

**Sharon Wik, Internship Coordinator**  
**Department of Finance and Financial Services**  
**Wright State University**  
**3640 Colonel Glenn Hwy.**  
**244 Rike Hall**  
**Dayton, OH 45435**  
**Telephone: (937) 775-3141**  
**Fax: (937) 775-3545**  
**Email: [rscob-financeintern@wright.edu](mailto:rscob-financeintern@wright.edu)**

<b>INTERN INFORMATION</b>		
Name	Date	University I.D. U#
Last	First	Major:
Address		Finance GPA:      University GPA:
		Expected Date of Graduation:
Home Phone	Work Phone	E-Mail
		Quarter Internship is planned for:
<b>Intern:</b> I have read and agree to abide by the terms of the Internship in the Finance Department.		Circle or underline if Completed:
		Finance:      FIN 311 FIN 401 ACC 307 Financial Serv.: FIN 315 FIN 351 FIN 401 ACC 343
<b>Intern's Signature</b>	<b>Date</b>	
<b>INTERNSHIP ASSIGNMENT</b>		
Company Name:		Supervisor:
Company Address:		Supervisor's Title
		Supervisor's Phone
Company Phone :	Other (Fax, E-mail)	
How did you find this position? (Please circle or underline)		Referral by another Intern
WSU Career Services	Finance Dept. Internship Coordinator	On your own
		Faculty Referral    Other:
<b>POSITION DESCRIPTION (TO BE COMPLETED BY INTERNSHIP SPONSOR)</b>		
Job Title :		Is this a paid position?
Department to Which Assigned:		If yes, rate of pay:
General Responsibilities of Department:		
Describe the major duties of the intern's position:		
Date when work will be performed: Start Date	End Date:	(Ten-week term)
Number of hours intern will work per week:	A minimum of 150 hrs. for the ten-week term is required in order to earn 4 credit hours.	
<b>Intern Sponsor Responsibilities:</b> The intern sponsor will provide meaningful work assignments which will extend the student's education and experience beyond the classroom environment. In addition, the sponsor will complete and submit interim and final performance appraisals to Raj Soin College of Business Department of Finance. These forms are provided by the Department of Finance.		
<b>Intern Sponsor:</b> I agree to fulfill the responsibilities described in the above paragraph.		
_____		_____
<b>Internship Sponsor's Signature</b>		<b>Date</b>
<b>FINANCE DEPARTMENT APPROVALS:</b>		
Above internship is approved with expected earned credit hours of : _____ hours for _____ Quarter _____ Year _____		
Final grade and credit hours earned will be determined at the completion of the internship. (Credits will be finance elective credits ONLY)		
<b>Faculty Internship Coordinator</b> _____		Date _____
<b>Finance Department Chair</b> _____		Date _____



**Internship Waiver  
and  
Assumption of Risk**

**Student Name** \_\_\_\_\_ **Course** \_\_\_\_\_

**Internship Activity** \_\_\_\_\_ **Date(s) of Activity** \_\_\_\_\_

**Faculty Supervisor** \_\_\_\_\_

*Please read and sign this form and return it to the appropriate department/faculty/staff member prior to the start of the internship.*

Wright State University believes that internships can be an important part of the student experience. Internships do, however, involve significant risks, both to students participating in them and also to the University based upon the manner in which students conduct themselves while participating in internship opportunities.

By signing the form, the above-named student agrees as follows:

1. To observe standards of conduct set forth in the Wright State University Code of Student Conduct and all University policies and procedures applicable while participating in the internship activity referenced above, understanding that such compliance is important to the success of the internship and to the University's willingness to permit future internship activities.
2. That he or she will not act as an agent or representative of Wright State University and, accordingly, shall not have or hold himself or herself out as having the power or authority to bind or create liability for the University by virtue of his or her negligent or intentional acts or omissions.
3. To obtain and maintain such health, accident, disability, hospitalization and travel insurance as he or she may deem necessary during the internship, and to be responsible for the costs of such insurance and for any expenses not covered by insurance.
4. To immediately disclose to the University any physical or emotional conditions or problems that might impair his or her ability to complete the internship, and that he or she hereby releases the University and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of his or her failure to disclose such conditions or problems.
5. That participation in the internship is entirely voluntary, and that he or she is fully aware, having sought and obtained such information and advice as he or she feels are necessary and appropriate, that such participation involves risk of injury and property damage, including possibly short-term and long-term disability and even death. These risks can come from causes which are many and varied, may not be foreseeable, and may include negligent or intentional acts or omissions of others. He or she assumes responsibility for any injury, loss, or damage resulting directly or indirectly from participation in the internship and releases the University and its trustees, officers, employees, agents and representatives from any and all claims he or she may have in the future, waives all such claims, and agrees not to sue these parties for any such claims arising out of his or her participation in the internship, including but not limited to claims arising out of the negligent or intentional acts or omissions of others.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_