

Internship in Finance

FIN470 ~FIN474: 0 ~4 Credits

Faculty Supervisor: Dr. Emma H. Neuhauser

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SECTION I. COURSE DESCRIPTION

Internships lead to a culminating learning experience for students studying in the fields of finance. This experience allows students the opportunity to practice the application of theory and apply the knowledge acquired through academic course work to practical real world business issues in a formal business setting. Students are able to gain the skills leading to a successful career. Starting from an entry level with broader exposure of business experiences to a higher level in which advanced knowledge and skills are expected, internship experience not only draws on major and minor course offerings in finance, but allows the integration of course work from other fields of study during the development of professional skills.

Ultimately, an internship is an in-depth, supervised, hands-on work and study experience, in which the student has a degree of responsibility for planning, directing, collaborating, and supervising the work of others. The Internship in Finance is design is to stimulate good judgment and sound decision making while improving problem solving, communication, human development, and relation building skills.

The course is repeatable and can be taken for academic credits varying from 0 to 4 credits depending on the academic work completed and detailed in Section VI of the syllabus.

SECTION II. STUDENT LEARNING OUTCOMES

After completing the internship, students will be able to:

- (1) Integrate and connect academic materials to the business world via work supervised by qualified and experienced professionals in the field;
- (2) Apply critical thinking and problem solving skills;
- (3) Advance skills in communication, leadership, teamwork, collaboration, and cross-cultural fluency;
- (4) Develop professionalism and work ethic leading to career management.

SECTION III. PREREQUISITE

Typically, students should have declared a Finance major, or Finance Minor, or Finance concentration.

SECTION IV. REQUIRED TEXTBOOK AND ADDITIONAL READINGS

No textbook is required.

Reference books and materials are provided by instructor.

SECTION V. GRADING

Internship will be graded Pass or No Pass. To pass the course, you need to successfully fulfill the requirements in Section VI of the syllabus.

SECTION VI. STUDENT RESPONSIBILITIES

(1) Learning Contract

Each student will develop a Learning Contract to be approved by the instructor. The Learning Contract will:

- a. Clarify internship positions/job titles, responsibilities, and duties on which both you and your employer have a mutual agreement and understanding;
- b. Guide you to accomplish the personal goals that you set to accomplish during the internship;
- c. Serves as an agreement between Elizabethtown College, your internship supervisor, your faculty supervisor, and yourself on the responsibilities and expectations set forth in the internship contract so that you have a smooth and fulfilled internship experiences.

The contract must be submitted to the registrar's office after it is signed by 1) the student intern, 2) the employer/supervisor and 3) the supervising instructor. Deadline for approval and submission is the third Friday of the regular fall or spring term and early July for summer internships.

(2) Hours Required

To be awarded academic credits, students must work a minimum 40 hours for each credit awarded over the course of the term in which the internship is registered. A maximum 12 credits can be awarded in total for all internships completed.

(3) Employer Information Form

Each student will have the Employer Information Form completed by the internship supervisor. The Employer Information Form shall be submitted to the faculty supervisor after it is signed the employer/supervisor by the third Friday of the regular fall or spring term and early July for summer internships.

(4) Employee Evaluation Form

Each student will have the Employer Evaluation Form completed by the internship supervisor. Upon completion of the internship, the Employer Evaluation Form shall be submitted to the faculty supervisor after it is signed the employer/supervisor.

(5) Internship Report

In addition to the hours required, the academic credits awarded for each internship depend on the work completed for the Internship Report. Specifically, to earn between 0 and 2 credits, the report is expected to be approximately 3 to 5 pages; to earn between 3 and 4 credits, the report is expected to be approximately 6 to 10 pages. Generally, the report should be typed using 12pt font and double-spaced. Spelling, grammar, and writing skills are expected on a professional level.

The report should include the following five sections:

- a. Provide a description and history of the internship organization, addressing supervisors and district

- executives by name, title, and responsibilities. (1~2 pages).
- b. Include a summary of the activities associated with a typical day on the job. Highlight the activities of an eventful period while on the job as an intern. (1~2 pages).
 - c. Summarize new concepts, theories, and techniques learned during the internship experience. Present an analytical assessment of the value of this new knowledge in meeting your career and educational objectives. (1~2 pages).
 - d. Identify concepts, theories, and principles gained in the classroom that were helpful to you in performing your duties as an intern. (1~2 pages).
 - e. Summarize your on-the-job accomplishments working as an intern with the internship organization. (~1 pages).

Typically, when a summer internship is completed, the due date of the Report is 1 month after the duration of the summer internship or the date assigned by the faculty supervisor. When completing the internship work in Fall or Spring semesters, the due date is within that semester before the last date of classes or the date assigned by the faculty supervisor.

(6) Academic Honesty

- Honesty is definitely expected and required. As in all other courses, you are expected to do your own work on exams. I assume that you are a student of high integrity. Do not plagiarize, cheat, or lie.
- Students are expected to adhere to the **Pledge of Integrity** as established at Elizabethtown College. You are not allowed to collaborate on exams. Any breach of academic integrity will be dealt with in accordance with the policy stated in the *College Catalog*.

(7) Disabilities

Elizabethtown College welcomes otherwise qualified students with disabilities to participate in all of its courses, programs, and activities. If you have a documented disability and require accommodations to access course material, activities, or requirements, you must: (1) Contact the Director of Learning and Disability Services, Lynne Davies, in the Center for Student Success, BSC 228, by phone (361-1227) or e-mail daviesl@etown.edu; and (2) Meet with me, the instructor, within two weeks of receiving a copy of the accommodation letter from Disability Services to discuss your accommodation needs and their implementations.

(8) Statement on Religious Observances

The College is willing to accommodate individual religious beliefs and practices. It is your responsibility to meet with the class instructor in advance to request accommodation related to your religious observances that may conflict with this class, and to make appropriate plans to make up any missed work.

FIN 470 ~ FIN474 Internship in Finance
General Guidelines
Department of Business
Elizabethtown College

Prior to graduation, students majoring in Finance are required to complete and transcribe an internship for academic credit(s). In order to register and complete an internship for credits, a **FIN47X Internship in Finance – Student Learning Contract** and an **Internship Report** must be completed according to the **Internship in Finance (FIN470 ~ FIN474) Syllabus**. In addition, the following general guidelines apply:

1. Students must have a minimum GPA of 2.0 to enroll in internships;
2. Internships shall be registered during the semester or summer when the work is performed and completed;
3. Students can take and register multiple internships, each of which can be awarded between 0 to 4 credits;
4. A maximum 12 credits can be awarded in total to all internships completed;
5. To be awarded academic credits, students must work a minimum 40 hours per credit over the course of the term in which the internship is registered;
6. No credits will be awarded more than once for internships completed with the same employer in the same position or job duties;
7. Internships typically shall be registered no later than the 3rd Friday of the regular Fall or Spring semester. For summer internships, registration shall be completed by the end of the first week of the internship;
8. Internships will be graded Pass/No Pass;
9. The internship can be completed either in the U.S. or abroad.
10. Students may identify appropriate internships on their own, with the help of faculty members or through the Office of Career Services.
11. Students may not intern at a company owned or managed, fully or in part, by a family member of the student, nor may the on-site supervisor be a member of the student's family or working under the supervision of a family member.
12. The **Internship in Finance – Employer Information Form** must be completed and returned to the internship supervising faculty.
13. Upon completion of the internship, the employer is expected to complete and return the **Internship in Finance – Employee Evaluation Form** to the internship supervising faculty.

FIN470 ~ FIN474 INTERNSHIP IN FINANCE
STUDENT LEARNING CONTRACT
ELIZABETHTOWN COLLEGE
Elizabethtown, PA 17022
(717) 361-1270

This learning contract seeks to:

1. Clarify internship positions/job titles, responsibilities, and duties on which both you and your employer have a mutual agreement and understanding;
2. Guide you to accomplish the personal goals that you set to accomplish during the internship;
3. Serves as an agreement between Elizabethtown College, your internship supervisor, your faculty supervisor, and yourself on the responsibilities and expectations set forth in the internship contract so that you have a smooth and fulfilled internship experiences.

Section I: Basic Information on the Internship

Student Name: Student ID#:

Major: Minor: GPA:

Residential Address While on Assignment:

Cell Phone: Home Phone:

Email:

Emergency Contact:

Name: Relationship: Phone:

Faculty Internship Supervisor: Dr. Hongsong Neuhauser Department: Business

Internship Course Number: Internship Course Credit:

Employer: Supervisor:

Employer Contact Phone:

Address of Employment:

Job Title: Paid Unpaid

Job Responsibilities/Descriptions:

Please include in detail, your role, duties, and responsibilities.

Dates of Employment: From: Click or tap to enter a date.To: Click or tap to enter a date.

Total Expected Number of Hours:

Section II: Learning Objectives and Strategies:

1. Career/Occupational

a) Intended Goals

b) Strategies

2. Technical Skills/Knowledge

a) Intended Goals

b) Strategies

3. Personal Development Objectives

a) Intended Goals

b) Strategies

4. Organizational Activity Objectives

a) Intended Goals

b) Strategies

Section III: Evaluations - Include your own method and that of your supervisors and faculty sponsor.

The signature of the student to this document shall serve to bind the student to the terms of this contract and make the student responsible for the completion and satisfaction of said responsibilities in order to earn a grade and academic credit for the assignment.

Student Signature: _____

Date: _____

Employer Signature: _____

Date: _____

Faculty Supervisor Signature: _____

Date: _____

INTERNSHIP IN FINANCE
EMPLOYER INFORMATION FORM

This form is to be completed by the student's supervisor or human resources personnel in the host organization.

Employer/Internship Supervisor: Please return the completed form to the student for inclusion with the Learning Contract.

Student Name:
Last First MI

INTERNSHIP COMPANY DESCRIPTION:

Company/Organization:

Company Address (Street, City, State, Zip):

Internship Supervisor: Title:

Phone Number(s):

Email:

DESCRIPTION OF INTERNSHIP POSITION:

Please attach a detailed job description describing the position the intern will have within your organization. Please include: any specific skills needed, day-to-day activities, if the internship will be project or position based, expectations, and any other relevant information needed to understand the responsibilities of the position.

Start Date: Click or tap to enter a date.

End Date: Click or tap to enter a date.

Average Expected Number of Hours Per Week:

Signature of Internship Supervisor:

Note: Questions concerning your role as the sponsoring employer may be answered by contacting the faculty internship director, Dr. Emma Neuhauser, by phone at 717-361-4752 or via email: neuhausere@etown.edu.

INTERNSHIP IN FINANCE
EMPLOYEE EVALUATION FORM

This form is to be completed by the student's supervisor or human resources personnel in the host organization.

Your time and commitment to the growth of our students are truly appreciated.

Student/Intern's Name:
Last First MI

Date of Internship: Start Date: End Date:

INTERNSHIP COMPANY DESCRIPTION:

Company/Organization:

Company Address (Street, City, State, Zip):

Internship Supervisor: Title:

Phone Number(s): Email:

EMPLOYEE/INTERN EVALUATIONS:

This evaluation is developed to align with the Career Readiness Competencies identified by the National Association of College and Employers¹ as crucial for students to transition from college to professional workforce. Questions are intended to help interns learn more about their strengths and areas needed to focus on further improvements so to achieve their full potential and maximize their successes upon graduation. Please rate your intern in the following area:

Critical Thinking / Problem Solving	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Shows a sincere interest in understanding the organization, their role, and their assigned tasks	<input type="checkbox"/>				
2. Practices sound judgment based on an analysis of available data and information	<input type="checkbox"/>				
3. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles	<input type="checkbox"/>				
4. Seeks out resources and/or asks for help when unsure about how to proceed on tasks	<input type="checkbox"/>				
Additional Comments					

¹ See Appendix.

Communication / Leadership	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Clearly and efficiently conveys ideas orally to persons inside and outside the organization	<input type="checkbox"/>				
2. Communicates ideas clearly in writing in a manner suited to the intended audience	<input type="checkbox"/>				
3. Manages their own emotions and works to understand and empathize with others	<input type="checkbox"/>				
4. Takes initiative and seeks opportunities to contribute	<input type="checkbox"/>				
Additional Comments					

Teamwork / Collaboration / Intercultural Fluency	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Builds constructive working relationships with individuals from a range of backgrounds	<input type="checkbox"/>				
2. Demonstrates inclusiveness, sensitivity, and respect for individuals' differences	<input type="checkbox"/>				
3. Contributes effectively to collaborative projects	<input type="checkbox"/>				
4. Adapts well to emerging requests from managers, coworkers, and customers	<input type="checkbox"/>				
Additional Comments					

Professionalism / Work Ethic / Technology	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Demonstrates respect for organizational staff, policies, and norms	<input type="checkbox"/>				
2. Maintains a regular schedule, makes up missed hours, and is punctual and present	<input type="checkbox"/>				
3. Organizes and prioritizes work, manages time, and sees tasks through from start to finish	<input type="checkbox"/>				
4. Identifies and effectively uses appropriate technologies and programs to complete work	<input type="checkbox"/>				
Additional Comments					

Career Management	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Accepts constructive feedback from others and is able to learn from mistakes	<input type="checkbox"/>				
2. Self-advocates in a professional manner	<input type="checkbox"/>				
3. Can identify their strengths and weaknesses	<input type="checkbox"/>				
4. Can articulate next steps to further prepare them for their future	<input type="checkbox"/>				
Additional Comments					

What do you perceive to be the intern’s greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern’s strengths.

What areas of growth could improve the intern’s success in your field? If possible, please give 1-3 specific examples.

Signature of Internship Supervisor/Evaluator:

Note: Questions concerning your role as the sponsoring employer may be answered by contacting the faculty internship director, Dr. Emma Neuhauser, by phone at 717-361-4752 or via email: neuhausere@etown.edu.

CAREER READINESS

for the New College Graduate

A DEFINITION AND COMPETENCIES



Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Yet, up until now, “career readiness” has been undefined, making it difficult for leaders in higher education, work force development, and public policy to work together effectively to ensure the career readiness of today’s graduates.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of representatives from both the higher education and corporate sides, has developed a definition and identified competencies associated with career readiness for the new college graduate.

Definition:
Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

COMPETENCIES:

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management: Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

**Elizabethtown College
New Course Proposal
170, 370 & 570 (Experimental) Series**

Courses numbered 170-179 are experimental courses at the first-year or sophomore level. Courses numbered 370-379 should be designed for the junior and/or senior level and should be experimental and innovative. They can be used as a major/minor elective course or as a substitute for a major/minor requirement, but this information must be noted below. Courses numbered 570-579 should be designed for graduate students.

Note: A tentative syllabus is required prior to consideration for approval.

Course Discipline, Number And Title: FIN470, FIN471, FIN472, FIN473, FIN474,

Course Description:

Internships lead to a culminating learning experience for students studying in the fields of finance. This experience allows students the opportunity to practice the application of theory and apply the knowledge acquired through academic course work to practical real world business issues in a formal business setting. Students are able to gain the skills leaning to a successful career. Starting from an entry level with broader exposure of business experiences to a higher level in which advanced knowledge and skills are expected, internship experience not only draws on major and minor course offerings in finance, but allows the integration of course work from other fields of study during the development of professional skills. Ultimately, an internship is an in-depth, supervised, hands-on work and study experience, in which the student has a degree of responsibility for planning, directing, collaborating, and supervising the work of others. The Internship in Finance is design is to stimulate good judgment and sound decision making while improving problem solving, communication, human development, and relation building skills.

Credits: Variable from 0 to 4 credits **Prerequisites:** Approval by faculty supervisor

Instructor(s): Dr. Emma Hongsong Neuhauser

Intended Level: So/Jr/Sr (FY., Soph., Jr., And/Or Sr.)

Intended Purpose: Major/Minor Course Elective Course Both

If this is for a major or minor, please indicate how/where this will fit into the program.

Prior to graduation, students majoring in Finance are required to complete and transcribe an internship for academic credit(s).

Course To Be Offered: Each Semester Once a Year Alternate Years
 Other Summer and Winter term
(Please specify)

Supporting Rationale For The Course:

Prior to graduation, students majoring in Finance are required to complete and transcribe an internship for academic credit(s).

Please Indicate Availability Of Resources:

Faculty supervisors will be existing business faculty.

Please Indicate Any Special Or Unique Circumstances Regarding The Offering Of This Course:

N/A.

Chairman of the Sponsoring Department: _____
(Signature) (Date)

Dean for Curriculum and Honors (Brian Newsome): _____
(Signature) (Date)

ARC Assigned: _____	-----Office Use-----
Semesters Offered: 1. _____ 2. _____ 3. _____	

**Elizabethtown College
 Addendum to the New Course Proposal
 170, 370 & 570 Series**

Describe how the proposed course meets the standards for credit value assigned above and the context of the curriculum in which the course will be delivered. This description should include the number of contact hours and assigned learning activities outside the classroom. Bear in mind that if there is not a one-to-one correspondence between course credit and course time, educational value must be expressly stipulated. In these cases, additional assigned activities must go beyond those typical of a course with a one-to-one correspondence between credit and course time. If the proposed course is a revision of an existing 3-hour course, the description should specify the proportional increase in content coverage, depth, and/or student effort, otherwise justification could include satisfaction of standards established by accrediting agencies or comparisons to similar courses at other institutions.

Number of contact hours per week: variable (scheduled class time, 1 contact hour = 50 minutes)

If there is a one-to-one correspondence between credit and class time, indicate so here

If not, check those that apply and elaborate in the space below:

- Laboratory time
- Small group meetings/discussions
- Web discussion sessions
- Individual tutorial times
- Newsgroups
- Studio time

- Distance learning
- Independent Research
- Field Trips
- Field Work
- Integrated service learning
- Other hands-on experiences
- Other equivalent activities