

## **FINANCE 396/INTERNSHIP**

**Summer 2023**

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Office Hours: via zoom with appointment

### **Prerequisites:**

C or better in FIN 305 and junior standing.

### **Students with Disabilities:**

Students with disabilities who require accommodations (academic adjustments, individual testing arrangements, auxiliary aids or services, etc.) for this course must register with the Disability Services Office. Please contact the Disability Services Office immediately in the University Center, Room 101; 859-572-6373; <http://disability.nku.edu/> for more information. Verification of your disability is required in the Disability Services Office for you to receive reasonable academic accommodations.

### **Vision and Mission of the Haile/US Bank College of Business:**

Both Vision and Mission can be accessed at <http://cob.nku.edu/about/missionvision.php>

### **Student Learning Outcomes:**

Each individual internship will have unique knowledge and skill application outcomes relevant to your internship work responsibilities. These will be developed by you and your internship Site Supervisor, and approved by the Faculty Coordinator. In general, these can be stated as:

1. Provide the student with relevant and practical experiences.
2. Enhance the student's understanding and application of economics and finance principles, concepts and procedures.
3. Provide participating students with individual contacts in professional positions within the business community.
4. Strengthen oral and written communication skills.
5. Strengthen interpersonal skills.
6. Strengthen critical thinking

### **Student Rights and Responsibilities:**

You are expected to accept the responsibility of reading, understanding, and meeting all course requirements and policies as set forth in this syllabus and other course documents. The Faculty Coordinator must be informed immediately of any personal circumstances that may require special consideration in meeting course requirements or adhering to course policies.

The maintenance of academic standards and integrity includes the obligation not to cheat or plagiarize. A student who uses a dishonest or deceitful means to obtain a grade is guilty of cheating; a student who submits another's work as one's own without adequate attribution is guilty of plagiarism. Identical work will earn a grade of zero. All students are expected to abide by the University's *Code of Student Rights and Responsibilities* available at

[http://www.nku.edu/~deanstudents/codes\\_and\\_policies/codeofstudent\\_rights/index.php](http://www.nku.edu/~deanstudents/codes_and_policies/codeofstudent_rights/index.php)

The Haile/US Bank College of Business has, in addition, its own *Code of Student Conduct*, created by student organizations, available at [http://cob.nku.edu/docs/Student\\_Code\\_of\\_Conduct.doc](http://cob.nku.edu/docs/Student_Code_of_Conduct.doc). An excellent online tutorial on plagiarism is available from Steely Library at [http://library.nku.edu/research\\_help/copyright\\_and\\_plagiarism/plagiarism.php](http://library.nku.edu/research_help/copyright_and_plagiarism/plagiarism.php).

**Work Hours:**

You are responsible for arranging your work schedule with the Internship Site Supervisor. Consider your internship schedule to be just like a regular job schedule (and keep in mind that if you have a regular job, it will have to be scheduled around your internship commitment). One or more unapproved absences can lead to the termination of your internship and assignment of the grade of F.

The total time spent “on the job” for a three-credit hour internship will be at least 200 hours during the internship semester. Usually, it's best to divide your hours evenly across the term, as in the following example, but exceptions may be made by mutual agreement of the Site Supervisor, Faculty Coordinator, and you.

Approximate Hours Worked Per Week				Minimum Total Hours
Fall/Spring (15 weeks)	Summer (13 weeks)	Summer (8 weeks)	Summer (6 weeks)	
10	11	17	23	135

**Internship Termination:**

You may be removed from your internship by the Site Supervisor at any time during the internship term, upon approval of the Faculty Coordinator. Steps for intern termination will follow normal procedures of the host organization for employee termination, or any special procedures designed for internship programs.

**Faculty Coordinator Site Visit (Optional):**

The faculty coordinator has the option of visiting your internship site during the semester. If a visit is made, during the visit the coordinator will talk with you and meet briefly with your supervisor. You will not be notified in advance of the site visit by the faculty coordinator.

**Evaluation and Grading:**

You will be evaluated by your internship site supervisor as well as the faculty coordinator. Your final grade will be assigned by the faculty coordinator. The following are included in the evaluation process:

## **Site Supervisor Evaluations (Mid-Term and Final)**

These evaluations will be completed by your site supervisor. The Mid-Term Evaluation is designed to provide structured feedback to you about your performance on the job to date. It also gives you, in cooperation with the supervisor, the opportunity to reestablish goals for the remaining period of your internship. Your site supervisor will also complete a Final Evaluation, which assesses progress and guides your site supervisor in recommending a final grade for you. You will be notified of the due dates for each of these evaluations via email. It is your responsibility to make sure your supervisor is aware of all evaluation deadlines.

### **Grading Policy:**

Grading: This course is graded pass/fail. Please note that students are evaluated by their work supervisor as well as the instructor. The final grade will be assigned by the instructor. Satisfactory completion and timely submission of the following items is required in order to receive a grade of “P” or passing.

Employer Appraisal

Student Self Evaluation

**Mid-term surveys sent to students and supervisors: June 7, 2023**

**Due: June 15, 2023**

**Sent to professors: June 15, 2023**

**Final surveys sent to students and supervisors: August 2, 2023**

**Due: August 11, 2023**

**Sent to professors: August 11, 2023**