



FLORIDA INTERNATIONAL UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION

FIN 4941/FIN 6943

Finance Internship

GENERAL INFORMATION

| | |
|---------------------------------------|--------------------------------|
| Instructor: Dr. Chun-Hao Chang | Phone: 305-348-2680 |
| Office: RB208b | Fax: 305-348-4245 |
| Office Hours: By appointment | E-mail: changch@fiu.edu |

COURSE DESCRIPTION

Full time supervised work in a selected bank or other organization in the area of finance.

COURSE OBJECTIVES

- ◆ To gain work experience in your field of interest.
- ◆ To help you confirm or re-shape your career goals.
- ◆ To develop specific work related skills that can enhance your marketability upon graduation.
- ◆ To help you build your “network” of professional contacts for your future job search upon graduation.
- ◆ To allow you to demonstrate your talents to a potential future employer.

MAJOR & CURRICULUM OBJECTIVES TARGETED

- Explore the international integration of financial markets and analyze implications for financial managers.
- Examine the nature of the commercial banking business. Ascertain the measures of bank return and risk performance and how they are applied to bank valuation decisions and management performance assessment.
- Determine and analyze the appropriate measures of risk and return for various financial instruments. Understand the mechanics and regulation of financial securities exchanges and determine how the

value of stocks, bonds, and securities are calculated.

Note: Objectives may vary based on the specific internship duties.

REQUIREMENTS/ELEGIBILITY

- ◆ Three (3) completed (with a C or above) courses in Finance
- ◆ GPA 3.0 or above
- ◆ If international student, completion of the ISSS workshop.
- ◆ 135 hours minimum during the entire semester. Can not withdraw before semester ends, even if hours are completed, unless arranged by sponsoring company and student.
- ◆ 10 page report to be submitted at the end of the semester, and a time log. (See paper guidelines in next pages).

TEXTBOOK

Not applicable

TEACHING METHODOLOGY

Not applicable

COURSE PREREQUISITES

At least 9 hours of finance, consent of instructor, and department chairperson.

For more information about prerequisites, [click here](#).

COMMUNICATING WITH THE INSTRUCTOR

E-mail Dr. Chun-Hao Chang at changch@fiu.edu or contact Lili Sasso at lili.sasso@fiu.edu

GRADING

Your grade will be based on the Report (10 pages), and the Employer's Evaluation as follows

| Course Requirements | Weights |
|--------------------------|-------------|
| Student's 10-page Report | 50% |
| Supervisor's Evaluation | 50% |
| Total | 100% |

| Letter Grade | Range | Letter Grade | Range | Letter Grade | Range |
|--------------|---------|--------------|-------|--------------|-------|
| A | 95-100% | B- | 80-83 | D+ | 67-69 |
| A- | 90-94 | C+ | 77-79 | D | 64-66 |
| B+ | 87-89 | C | 74-76 | D- | 60-63 |
| B | 84-86 | C- | 70-73 | F | <60 |

ASSURANCE OF LEARNING

As a college, we care about the quality of the business education we are providing you. More on the College's commitment to Assurance of Learning can be found at the following link:

http://businessonline.fiu.edu/course_addons/Learning_Commitment.pdf

QUIZZES

Not applicable

DISCUSSION

Not applicable

ASSIGNMENTS

BEGINNING OF THE SEMESTER

- ❖ Email your Resume to lili.sasso@fiu.edu
- ❖ Have Employer Registration Form completed (only if you obtained the internship from another source other than our department or Career Services).
- ❖ Once internship is approved, obtain permit number from Finance Department. You can use this class as your Business or Finance elective (3 credits). International Students can register for one credit if this class is not needed as an elective.
- ❖ After being approved by employer, have them complete the learning objectives form with you, and work schedule. Keep this form with you until the end of the semester, to be turned in with your paper.

AT THE END OF THE SEMESTER, PLEASE BRING TO DEPARTMENT:

- ❖ Completed Employer Evaluation of Student (in a sealed envelope, signed in the flap, or employer can fax it directly to Lili Sasso at 305-348-4245)
- ❖ Completed Student Evaluation of Employer
- ❖ Learning Objectives (this is the form you filled out at beginning of internship)
- ❖ Time log (135 hrs minimum), approved by your supervisor.
- ❖ Updated resume reflecting internship position and duties
- ❖ Student Report (**10 pages, not including above forms**).

RESEARCH PAPER

GUIDELINES FOR STUDENT REPORT

REPORT CONTENT:

COVER PAGE: name, panther ID, major, internship course listing and term of work, company name, address, division, or department and direct supervisor's name and telephone number.

TABLE OF CONTENTS: Please number your pages and include a table of contents.

INTRODUCTION: Use the company literature -- Identify leaders of the organization, its mission, corporate philosophy, major products or services, size in terms of sales and

employees, locations other than your community, organizational structure, major competitors, and latest news reports on the company or news that affects the company. (This should not be longer than 2 pages)

JOB DESCRIPTION AND SPECIAL PROJECTS: Specific duties assigned to you. Give detailed description of specific projects you are involved in, for example, if you wrote programs, developed flyers briefly describe them and include samples of your work. Specify how the internship met the learning objectives targeted at the beginning.

ORGANIZATIONAL ENVIRONMENT: How does your department fit into the overall structure of the organization or company (include an organizational chart if possible) How did you relate to the work environment? What did you notice about management styles, the corporate culture, policies/procedures, etc.?

RELATION TO COURSES TAKEN AT FIU: How did you apply the material learned in classes? Relate your experience to specific courses.

CONCLUSION: Did you meet the Organization's and your learning objectives? Relate how your work experience has helped clarify your career goals.

SUBMIT YOUR APPRAISAL FORMS: Include a completed copy of the Employer Appraisal (unless supervisor submitted directly to our office), and Student Appraisal. These forms should not be part of the 10 page paper.

DISABILITY NOTICE

If you have a disability and need assistance, please contact the [Disability Resource Center](#) (University Park: GC190; 305-348-3532) (North Campus: WUC139, 305-919-5345). Upon contact, the Disability Resource Center will review your request and contact your professors or other personnel to make arrangements for appropriate modification and/or assistance.

RELIGIOUS HOLIDAYS

The University's policy on religious holy days as stated in the University Catalog and Student Handbook will be followed in this class. Any student may request to be excused from class to observe a religious holy day of his or her faith.

RULES, POLICIES, and ACADEMIC MISCONDUCT

Assignments from the text and other resources are listed below for each class session. Students are expected to be pace their learning according to the posted course assignments.

It is expected that interactive learning and teaching will enrich the learning experience of all students, and that each student will work in partnership with the professor to create a positive learning experience for all. Student engagement is a necessary condition for an effective learning experience, and includes contributions to debate and discussion (if any), positive interactive learning with others, and an enthusiastic attitude towards inquiry. Everyone is expected to be a positive contributor to the class learning community, and students are expected to share the responsibility of teaching each other.

Statement of Understanding between Professor and Student

Every student must respect the right of all to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students must adhere to a standard of academic conduct, demonstrating respect for themselves, their fellow students, and the educational mission of the University. As a student in the College of Business taking this class:

- I will not represent someone else's work as my own
- I will not cheat, nor will I aid in another's cheating
- I will be honest in my academic endeavors
- I understand that if I am found responsible for academic misconduct, I will be subject to the academic misconduct procedures and sanctions as outlined in the Student Handbook

Failure to adhere to the guidelines stated above may result in one of the following:

Expulsion: Permanent separation of the student from the University, preventing readmission to the institution. This sanction shall be recorded on the student's transcript.

Suspension: Temporary separation of the student from the University for a specific period of time.

Additionally the following two documents should be used by every student in business classes that require individual or group written assignments:

- Certification of Authorship Assignment Cover Page ([Individual](#))
- Certification of Authorship Assignment Cover Page ([Groups](#))

For details on the policy and procedure go to [ACADEMIC MISCONDUCT](#). (Section 2.44)

NOTE: Intensive Auditing of the course will be conducted to prevent academic misconduct.

EXPECTATION OF THIS COURSE

Practical learning at a financial institution.

COURSE CALENDAR

ALL REPORTS AND EVALUATIONS ARE DUE NO LATER THAN 5 PM ON

FRIDAY, DECEMBER 4TH, 2009

ADDITIONAL INFORMATION

Please contact the office if you have any questions.