Finance Internship FIN 4941 - FIN 6943

SPRING 2022

Go to: onestop.fiu.edu for exact dates of semesters

GENERAL INFORMATION

<table>
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<tr>
<th>Instructor: Dr. Shahid Hamid</th>
<th>Phone: 305-348-2680 and 2681</th>
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<tr>
<td>Office: RB 210</td>
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<tr>
<td>Office Hours: By appointment only</td>
<td>Email: <a href="mailto:hamids@fiu.edu">hamids@fiu.edu</a></td>
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COURSE DESCRIPTION

Part time supervised work in a selected organization in the area of finance.

COURSE OBJECTIVES

GOALS

- 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

- Examine the nature of the commercial banking business. As certain 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.

No book required.

**REQUIREMENTS/ELEGIBILITY**

- Three (3) completed (with a C or above) classes in Finance, BEFORE THE START OF THE INTERNSHIP. Specifically: FIN 3403 and two additional 4000-level FIN courses.
- GPA 3.25 or above
- If international student, completion of the ISSS CPT workshop
- 135 hours minimum during the entire semester. Can not withdraw before semester ends, even if hours are completed, unless approval is received by company before semester
- 10 page report to be submitted at the end of the semester, evaluations, and a time log. (See paper guidelines in next pages).
- Consent of Finance Department Chairperson
- We DO NOT give credit for current job

**NOTE:** The maximum amount of credits you can obtain for the same internship is three, regardless of the duration. Approval by department chairman is required prior to the start of the internship.

**COMMUNICATING WITH THE INSTRUCTOR**

E-mail instructor at Hamids@fiu.edu or contact Lili Sasso at lili.sasso@fiu.edu or 305-348-2680

**GRADING**

<table>
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<tr>
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<th>Weights</th>
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<tbody>
<tr>
<td>Student 10 page Report</td>
<td>50%</td>
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<tr>
<td>Employer Evaluation ***</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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*** It was brought to our attention that some supervisors are refusing to fill out the evaluation form for our students. This is 50% of your grade. Before you start please make sure the company will be able to submit our evaluation form. If possible, give them a copy of it during the interview process.
<table>
<thead>
<tr>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>95-100%</td>
<td>B-</td>
<td>80-83</td>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>C+</td>
<td>77-79</td>
<td>D</td>
<td>64-66</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>C</td>
<td>74-76</td>
<td>D-</td>
<td>60-63</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>C-</td>
<td>70-73</td>
<td>F</td>
<td>&lt;60</td>
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**QUIZZES**

Not applicable

**ASSIGNMENTS**

**BEGINNING OF THE SEMESTER**

- Email your Internship offer letter to Lili.sasso@fiu.edu. **This letter has to include the description of duties, dates of internship, and contact information of company representative in case we need to reach them before approving.**
- Once internship is approved, obtain permit number from Finance Department. You can use this class as your Business or Finance elective (1 or 3 credits). International Students can register for one credit, if class not needed as an elective.
- Inform employer that **they will need to fill out our evaluation form** and provide us with a time log at the end of the semester, this way they will prepare for this. Copy of timecard, timelog, or excell spreadsheet is acceptable.

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

- Completed Employer Evaluation of Student (in a sealed envelope, signed in the flap, or supervisor can email it to Lili.sasso@fiu.edu).
- Completed Student Evaluation 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).
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, 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, briefly describe them and include samples of your work.

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? Explain how your work experience has helped clarify your career goals.

SUBMIT YOUR PACKET: Include a completed Employer evaluation (unless supervisor submitted directly to our office via email to: Lili.sasso@fiu.edu), student appraisal, updated resume and time log. These forms should not be part of the 10 page paper.

RELIGIOUS HOLIDAYS

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

RULES, POLICIES, and ACADEMIC MISCONDUCT

Assignments (if any) 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)
Practical learning at a financial institution or any other corporation with a finance department.

DUE DATE

ALL REPORTS AND EVALUATIONS ARE DUE NO LATER THAN

MONDAY, APRIL 25TH, 2022

Packets not submitted by the date above will receive a reduction of points, unless an extension was previously approved by the department Chairman. An incomplete grade (IN) will be given to students that do not submit all documents. If you are graduating the IN grade will affect you.