



DEPARTMENT OF FINANCE, INSURANCE AND LAW

Illinois State University

COURSE REQUIREMENTS

Finance interns need to complete a minimum of 135 hours of work at the internship site for the 3 hours course credit and these hours should be completed by the last week of the semester (fall or spring interns) or second summer session (summer interns).

Halfway through the internship experience interns must complete a mid-term progress report and submit it to the internship coordinator. The mid-term progress report should be uploaded to Reggienet's Assignment section by the due date. Tardiness in turning in the mid-term progress report will result in a grade penalty.

A paper (40% of grade) will be due the last day before final exams (fall and spring interns) or the first day of the last week of the second summer session (summer interns). Sections I – V (see paper format listed below) of the paper should not exceed: FIL 198 ten pages; FIL 298 twelve pages; FIL 398 fifteen pages; and FIL 498 twenty pages. Tardiness in turning in the final paper will result in a grade penalty.

Interns supervisors will be doing an ongoing evaluation of their performance and must complete a written supervisor's mid-term (30% of grade) and a supervisor's final evaluation (30% of grade) on their performance. Interns are responsible for making sure that their supervisors submit these documents.

The final grade is a combination of the supervisor's evaluations (60%) and intern's paper (40%).

General guidelines for paper:

1. The paper must be double-spaced.
2. Type must be 12 point, Times New Roman.
3. Margins should be one inch on all sides.
4. All pages (except the cover, contents and appendix) must be numbered.
5. The appendix should include your typed weekly journal and samples of your work, company literature, etc. The appendix will not be counted toward the required length.
6. Grading will take into account grammar, spelling, presentation, and readability. The paper is 30% of the final grade so carefully proof the paper before submitting it.
7. The title page and table of contents do not count toward the required length.
8. The paper must be uploaded to ReggieNet by the due date.

The paper's format should be as follows:

Cover Page:

Company Name

Student Name

Date Submitted

Course Title and Number – Number of Credit Hours

Note: Information on Cover Page should be centered and in bold type.

TABLE OF CONTENTS

SECTION 1 – DESCRIPTION OF INTERNSHIP

This section discusses what you learned from your internship. This is the most important section of the paper. It should cover the following points:

Description of Company/Organization

Describe the organization structure and business operations. Note: This is not a description of the internship.

Description of Internship

Provide a detailed explanation of what you did during your internship. You **must include** a table listing the activities you did during the internship by percentage of time spent on each activity. Also include: What your typical activities were. Describe any special assignments. Relate the most exciting and interesting aspects of your experience. Describe any aspects of your internship that you did not enjoy or that you did not find beneficial.

Training

What topics were covered during training? How long was the training? Describe the procedures used for your training and any materials used such as manuals, tests, books, videos, self-study materials, CD ROM, etc.

Supervision

Comment on how you were supervised. How often did you meet with your supervisor? What kind of feedback did you receive from your supervisor?

Personal Growth

Explain what you learned and what you are able to take with you from this experience.

SECTION II – HOW THE INTERNSHIP RELATED TO COURSEWORK

Section II explains how what you learned in finance classes at ISU related to your internship. Did the internship confirm what you learned in your finance classes? Did you get further insights on material that was covered in a course? Were you able to apply finance principles and techniques learned in the class? If yes, which ones? In your discussion, please be specific in naming the concepts, principles, techniques, and classes involved and how they related to your internship, including how we could have better prepared you given the courses you have completed. Follow this format in your discussion:

- * First course name, number, and name of professor
- * Second course name, number, and name of professor
- * And so on

SECTION III – CLASSES NOT TAKEN THAT COULD HAVE IMPROVED INTERNSHIP

This section indicates any classes that you could have taken at ISU, that you have not taken, that would have helped during your internship. Again, be specific on what class and how you think the class might have helped you during the internship.

SECTION IV – CAREER POSSIBILITIES

Did the internship change your perspective on finance as a career? Did you learn of opportunities you were unaware of prior to your internship? Did the experience help you visualize a career path to be followed upon graduation?

SECTION V – RECOMMENDATION ON INTERNSHIP

Finally, would you recommend other students take this internship? Explain your answer.

Appendix

Place any material relevant to your internship experience here. At a minimum, it **“MUST”** include a copy of your typed weekly journal. The journal should describe your work week, including training, meetings, tasks assigned, tasks completed, and other work-related activities. Where possible, if your employer allows, please include examples of your work in the paper’s appendix such as: forms, spreadsheets, letters, PowerPoint presentations, tables, reports, etc.