



DEPARTMENT OF FINANCE, INSURANCE AND LAW

Illinois State University

WRITTEN DESCRIPTION OF A FINANCE INTERNSHIP

Internships are designed to create a classroom experience outside the classroom. As a result the following areas required in the description roughly correspond to a syllabus (structure), topics covered in the course (substance), teacher qualifications (supervisor), testing (supervision), and homework (special projects). Either the supervisor (company/organization) or the intern may write the internship description. If the intern writes the description, the supervisor must sign it to show agreement to what is stated. A form is included on the following page to assist you in preparing the written description if needed.

Written Description Outline (approximately one page):

Structure:

Please give a breakdown of the activities that will be performed during the internship. Use percentages in indicating how much time will be spent on each activity. **For example:**

65% assisting loan documentation efforts for loan officers

25% attending planning meetings

10% answering the phone and other clerical tasks

The more detailed the better. Some businesses/organizations have a program for the internship laid-out week-by-week. If this is the case, please include a copy of the plan for the internship.

Substance:

Please state, as specifically as possible, the financial topics and concepts addressed by the internship.

Supervisor:

Who is the contact person for the student's internship—or who should be contacted in order to apply for the internship.

Supervision Plan:

We suggest the intern be given feedback about his/her job performance at least every two weeks. Please tell us of your plan to train and supervise the intern.

Special projects:

Note any independent work the intern will be doing that will be reported to the business/ organization.

Additionally, indicate if any formal training materials like videos, CD-ROM, audio tapes, self-study manuals, computer programs, books, etc. will be utilized.

A form you may wish to use follows:

WRITTEN DESCRIPTION OF THE FINANCE INTERNSHIP

Some businesses/organizations have a program for the internship laid-out week-by-week. If this is the case, you may substitute this form with a copy of their plan for the internship.

Title of Internship Position: _____

Structure:

Give a breakdown of the activities that will be performed during the internship. Use percentages in indicating how much time will be spent on each activity.

_____ % _____

_____ % _____

_____ % _____

_____ % _____

_____ % _____

100 % Total

Substance: Financial topics and concepts addressed by the internship.

Supervisor:

Supervision:

Special projects:

Training:

Supervisor Signature: _____ **Date:** _____

Intern Signature: _____ **Date:** _____