Internship in Finance
Finance 485 - 001
Summer II 2019

Emiliano Giudici, Ph. D.
Email: giudicie@sfasu.edu
Phone: 936-468-1457
Office: McGee 303-U
Class meeting time and location: not applicable

Course Description:
Supervised on the job training in one or more facets of the field of banking, economics or finance.

Prerequisites:
The student must be classified as a junior or senior with a major or minor in banking, economics or finance. Further requirements include a minimum overall GPA of 2.5, and a minimum GPA of 2.8 in banking, economics or finance.

Student Learning Outcomes:
Upon successful completion of this course the student will have gained practical banking, economics or finance experience in a professional profit, non-profit, or government work environment.

Text and Materials:
Not applicable.

Course Requirements and Grade Policy:
1. Course credit varies from 1 to 3 hours based upon hours worked. The student must be employed a minimum of 60 hours per hour of credit granted.
2. The student will keep a weekly log noting hours worked and duties performed. This log will be submitted to the internship coordinator via e-mail on a bi-weekly basis.
3. A summary research paper of 3 to 5 pages reflecting on what was learned during the internship and how it relates to the student’s studies.
4. The student’s supervisor at work will complete a mid-term evaluation and final evaluation of the students work performance.
5. Final course grading is on a Pass/Fail basis. Successful completion of the course requires that the student complete all course requirements by the deadlines listed below.

Attendance Policy:
Not applicable.

Deadlines:
Biweekly reports of hours worked / duties performed: 7/26 and 8/9
Midterm evaluation: 8/1
Final Evaluation and report: 8/15
Program Learning Outcomes:

Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

General Student Policies:

Academic Integrity (4.1)

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

Withheld Grades - Semester Grades Policy (5.5)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy 10-4). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
To the On-Site Internship Supervisor: Thank you for allowing the student named below to pursue an internship under your supervision. To provide feedback on the student's performance and allow for improvement, please complete the following evaluation and mail it to: Dr. Emiliano Giudici, Department of Economics and Finance, Stephen F. Austin State University, P.O. Box 13009, Nacogdoches, TX 75962-3005, or email the form to giudicie@sfasu.edu

Please return this form before: __________________________________________________________

Student's Name: _____________________________________________________________________

Employing Firm: ______________________________________________________________________

Supervisor's Name: _________________________________________ Title: _____________________

Phone: __________________________________  E-mail: ____________________________________

Please use the following scale and assign a rating from 1 to 10 for each factor below. Use N/A if you were unable to observe the intern’s performance in any of the areas.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Very Good</td>
<td>Average</td>
<td>Marginal</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>10-9</td>
<td>8</td>
<td>7</td>
<td>6-5</td>
<td>4-3-2-1</td>
</tr>
</tbody>
</table>

Dependability: ______________________

Promptness: ________________________

Attitude: _________________________

Quality of work: __________________

Communication skills: ______________

Overall rating: ___________________

Characteristics where student needs improvement:

Signed: ______________________________________ Date: ____________________________
To the On-Site Internship Supervisor: Thank you for allowing the student named below to complete an internship under your supervision, I hope the experience was beneficial for everyone involved. In order to determine the student’s grade for the internship, I need your input. Please complete the evaluation below and return it to Dr. Emiliano Giudici, Stephen F. Austin State University, P.O. Box 13009, Nacogdoches, TX 75962-3005, or email the form to giudicie@sfasu.edu.

Please return this form before: ________________________________

Student’s Name: _________________________________________________________________________

Employing Firm: _________________________________________________________________________

Supervisor’s Name: _______________________________________________________________________

Phone: ____________________ E-mail: ____________________________

Please use the following scale and assign a rating from 1 to 10 for each factor below. Use N/A if you were unable to observe the intern’s performance in any of the areas.

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Rating Factors

Dependability: follows directions, meets obligations, follows through

Rating: Outstanding

Inadequate

10.................... 1

Adaptability: Learns quickly, follows detailed instructions well

Rating: Outstanding

Inadequate

10.................... 1

Attitude: enthusiastic, cooperative, desires to learn and improve, works well with others

Rating: Outstanding

Inadequate

10.................... 1
<table>
<thead>
<tr>
<th>Rating Factors</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge:</strong> Uses skills and knowledge well</td>
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<td><strong>Quality of Work:</strong> How good a job did he/she do? Accurate, neat, consistent? Timeliness of job completions</td>
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<td><strong>Initiative:</strong> ability to work without supervision; sees things to do; seeks additional responsibility</td>
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<td><strong>Decision Making Ability:</strong> demonstrates the ability to recognize problems; assesses alternatives; selects, defends and implements an alternative</td>
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<td><strong>Communications Skills:</strong> ability to listen/respond, communicates adequately in writing</td>
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<td><strong>Accepts Suggestions:</strong> eager to improve, seeking assistance, accepts constructive criticism follows through</td>
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<td></td>
</tr>
<tr>
<td><strong>Overall Rating:</strong> (of student)</td>
<td></td>
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Please comment on the student’s strengths and weaknesses. Feel free to write on back or attach additional pages.

Signed: _________________________________________   Date: ______________________