Internship in Finance  
Finance 4385 - 002  
Spring 2024

Emiliano Giudici, Ph. D.  
Email: giudici@sfasu.edu  
Phone: 936-468-1457  
Office: McGee 303-U  

Class meeting time and location: not applicable  
OFFICE HOURS: (online only – email me to get the ZOOM code and schedule a time slot)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tr>
<td>2:00 – 3:30</td>
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Office hours will be only online. In every office hour meeting, students are expected to have specific questions, notes and book available. This should ensure that meetings are productive and timely, and, most importantly, that no student will monopolize access to the instructor preventing access to others. Typically, the fastest way to get in touch with me is by email - giudiciE@sfasu.edu, don't email me with the D2L platform, as my replies do not get delivered.

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. No late work is accepted. Work can be submitted earlier than the deadlines below.
**Attendance Policy:**
Not applicable.

**Deadlines: Material must be emailed to GIUDICE@SFASU.EDU:**
- Description of duties and expectations: July 19, 2024
- Midterm evaluation: July 26, 2024
- Final Evaluation (see attached form) AND report: August 4, 2024
- Summary research paper: August 4, 2024

**Note:** missing any deadlines will result in an F in the course.
Academic Integrity (4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one's self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one's own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

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), Human Services Building, and Room 325, 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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.
If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and well-being. Many of these resources are free, and all of them are confidential.

On-campus Resources:

The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741
Department of Economics and Finance  
Stephen F. Austin State University  
Mid-Term Progress Report

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.

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<thead>
<tr>
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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tr>
<td>Outstanding</td>
<td>Very Good</td>
<td>Average</td>
<td>Marginal</td>
<td>Unsatisfactory</td>
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<tr>
<td>10-9</td>
<td>8</td>
<td>7</td>
<td>6-5</td>
<td>4-3-2-1</td>
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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 | Rating | Comments |
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<tbody>
<tr>
<td>Dependability: follows directions, meets obligations, follows through</td>
<td>10.................1</td>
<td></td>
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<tr>
<td>Adaptability: Learns quickly, follows detailed instructions well</td>
<td>10.................1</td>
<td></td>
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<tr>
<td>Attitude: enthusiastic, cooperative, desires to learn and improve, works well with others</td>
<td>10.................1</td>
<td></td>
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<td>Rating</td>
<td>Comments</td>
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<tr>
<td>Knowledge: Uses skills and knowledge well</td>
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<td>Quality of Work: How good a job did he/she do? Accurate, neat, consistent?</td>
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<td>Timeliness of job completions</td>
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<td>Initiative: ability to work without supervision; sees things to do; seeks additional responsibility</td>
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<td>Decision Making Ability: demonstrates the ability to recognize problems; assesses alternatives; selects, defends and implements an alternative</td>
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<td>Communications Skills: ability to listen/respond, communicates adequately in writing</td>
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<td>Accepts Suggestions: eager to improve, seeking assistance, accepts constructive criticism follows through</td>
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<td>Overall Rating: (of student)</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: ___________________________