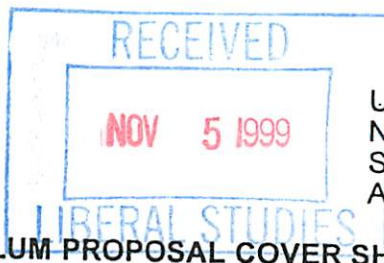


LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____



UWUCC USE Only
Number: 01-91
Submission Date: 00-123
Action-Date: 99-491

App 4/9/02
Senate App 3/7/02

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Karen Duhala Robert Baldwin Phone 5767
Department Finance and Legal Studies

II. PROPOSAL TYPE (Check All Appropriate Lines)

COURSE Fin Internship
Suggested 20 character title

New Course* _____
Course Number and Full Title

Course Revision FI493 - Finance Internship
Course Number and Full Title

Liberal Studies Approval+ _____
for new or existing course Course Number and Full Title

Course Deletion _____
Course Number and Full Title

Number and/or Title Change _____
Old Number and/or Full Old Title

_____ New Number and/or Full New Title

Course or Catalog Description Change _____
Course Number and Full Title

PROGRAM: Major Minor Track

New Program* _____
Program Name

Program Revision* _____
Program Name

Program Deletion* _____
Program Name

Title Change _____
Old Program Name

_____ New Program Name

III. Approvals (signatures and date)

[Signature] Department Curriculum Committee
[Signature] Department Chair
[Signature] College Curriculum Committee
[Signature] College Dean

+ Director of Liberal Studies (where applicable) *Provost (where applicable)



II. Description of Curriculum Change – FIN 493

A. Catalog Description

1. Current Catalog Description

FIN 493 Finance Internship var-3-12sh

Prerequisites – FIN 320, 324, consent of chairperson and dean

Practical experience in the finance field. Note: FIN 493 can be taken, if the student qualifies, as a general elective. It does not fulfill the major-area elective requirement.

2. Proposed Catalog Description

FIN 493 Finance Internship var-3-12sh

Prerequisites – FIN 310, 324, 355, prior approval through advisor, faculty member, department chairperson, dean, and provost's office. Minimum overall QPA 2.0; major QPA 2.5.

This course is intended to provide practical experience in the finance field to develop knowledge and provide application of theory to actual problems in a non-classroom situation.

Three credits are awarded for at least 120 hours of on-site work, up to 12 credits for at least 480 work hours. A maximum of three credits may be applied toward the finance major area elective requirements. Additional internship credits must be used as business electives only.

*Pay
Classification
?*

1

B. Summary of proposed revisions

Reclassification as a Finance Major Elective – Finance majors will now be permitted to use three credits of an internship experience as a Finance Major Elective, with any additional credits fulfilling the business elective requirement. Previously, all internship credits were classified as free electives.

Prerequisites – Previously prerequisites included FIN 320 – Finance II and FIN 324 – Principles of Investments, in addition to consent of the chairperson and dean. New prerequisites include FIN 310 – Fundamentals of Finance, FIN 324 – Principles of Investments, and FIN 315 – Financial Analysis Using Electronic Spreadsheets.

C. Justification/Rationale for Change

Reclassification as a Finance Major Elective – An internship in one's chosen field is an invaluable experience; this is particularly true in finance where there are a great number of very different career opportunities and students have difficulty determining their career paths. Also, many students, particularly transfer students, have sufficient free electives to meet program requirements. Having the ability to use an internship as a major elective will encourage more students to pursue internship opportunities. This will benefit the Department and the College as well as the student through closer ties to the business community.

Prerequisite – Discussions with employers offering internships in the past indicate that while having completed a course in spreadsheet analysis is highly desirable, they are usually satisfied if the student has completed only the introductory courses in corporate finance and investments. This is particularly true when the internship position is in the investments or financial institutions areas. Also, requiring a fourth Finance course before registering for an internship may further delay students and discourage them from taking advantage of internship opportunities.

III. Letters of Support
No letters of support are required.

COURSE SYLLABUS
FIN 493 – Finance Internship

I. Catalog Description

FIN 493 Finance Internship

var-3-12sh

Prerequisites: FIN 310, 324, 355; prior approval though advisor, faculty member, department chairperson, dean, and provost's office. Minimum overall QPA 2.0; major QPA 2.5.

This course is intended to provide practical experience in the finance field to develop knowledge and provide application of theory to actual problems in a non-classroom situation.

Three credits are awarded for at least 120 hours of on-site work, up to 12 credits for at least 480 work hours. A maximum of three credits may be applied toward the finance major area elective requirements. Additional internship credits must be used as business electives only.

II. Course Objectives

Students will:

- A. be exposed to a high quality learning experience in areas of finance such as corporate financial management, bank management, investment analysis and management, insurance, real estate management, international finance, and other related fields.**
- B. apply material learned in a classroom setting to a practical hands-on experience.**
- C. develop a positive business reference for inclusion on his/her resume.**
- D. develop good work habits and a positive attitude and commitment toward work.**
- E. advance oral and written communication skills through assignments required by the site supervisor and through logs and reports submitted to the departmental internship coordinator.**
- F. develop a professional image, including appropriate dress and general appearance, behavior, etc., through exposure t a real workplace environment in his/her chosen field.**

III. Course Outline

A. Week 1:

- 1. Mail or fax the following information to the departmental coordinator:**
 - a. Your full name**
 - b. Date on which internship began**
 - c. Estimated last date of internship**
 - d. Approximate number of hours per week that will be spent on site**
 - e. Name of site supervisor**
 - f. Current mailing address**
 - g. Current office phone/fax numbers**
 - h. Current home/fax numbers**
 - i. Current e-mail address**

- 2. Begin keeping daily logs. In addition to actual hours worked, include in sufficient detail, the nature, rationale, and mechanics of your daily activities on site. The logs must be signed by your on-site supervisor.**

B. After 25% of hours are complete:

- 1. Submit a two-page progress report, written by the student. This should include the duties that the student is performing, as well as why and how these duties have been performed. The report should be in professional format including a cover page detailing the student's name, company name, and term in which the student is enrolled in the internship program.**

C. After 45% of hours are complete:

1. Arrange for an interim performance evaluation to be sent directly from the on-site supervisor to the departmental internship coordinator. This letter should address the nature of the responsibilities the intern has completed, the quality of the work, the intern's professional strengths, and areas that need attention or improvement.

D. After 90% of hours are complete:

1. Arrange for a final performance evaluation to be sent directly from the on-site supervisor to the departmental internship coordinator. This letter should address the same issues as the interim letter but also indicate areas of improvement and overall assessment of the intern's performance.

E. On the last day of internship:

1. Submit daily logs.
2. Submit final paper. The final paper will be approximately 8 – 10 pages in length, be presented in a professional format and include the nature of the company and the student's role within the firm; the duties performed as well as why and how they were performed; relation to the principles and theories learned in various finance and business courses; and the benefits from the internship experience.
3. Submit a complete and update copy of a professional resume which should include the internship experience at the proper location, as well as updated references, if appropriate.

IV. Evaluation Methods

The final grade is determined by 1) the timeliness and quality of the daily logs, progress report, and final paper, 2) the evaluations of the on-site supervisor, 3) satisfactory completion of the on-site work assigned by the supervisor, and 4) completion and satisfactory learning of activities listed in the internship description.

V. Required Textbooks, Supplemental Books and Readings

As required for training by the organization providing the internship opportunity.

VI. Bibliography

Not applicable