#

Registered Initials Date:

**FIN 4382 – Finance Internship**

**Semester and Year: \_\_\_\_\_\_\_**

To: Undergraduate Services Center

From: Professor

Enrollment for Dept.: FIN 4382 – Section: – CRN:

Name & R Number:

TTU Email Address:

FIN Courses Completed

and Grades in each:

FIN Courses In Progress:

Anticipated Graduation Date:

Name and Location of Firm:

Start and End Date:

Number of Hours per Week:

Name and Email of Supervisor

at internship:

Student Signature:

Supervising Instructor Signature:

*(TTU Professor directing the student’s work and responsible for performance evaluation)*

\*Please attach a **detailed** description of duties and responsibilities. This is a very important part of the internship process. Attempt to highlight duties directly related to finance.

**It is the expectation that the internship outlined is a paid internship. By signing this application the student is indicating this is the case. If the internship is not a paid one, the student needs to request an exception to the policy of awarding credit for only paid internships. And this exception must be accepted before the internship is started.**

Please turn this in to Whitnie Hill, W313 or Whitnie.hill@ttu.edu

See the following page for application deadlines and requirements for credit.



# **FIN 4382 – Finance Internship Application Deadlines and Requirements for Credit**

In order to receive credit for FIN 4382, students must do all of the following:

1. Complete and submit the FIN 4382 Internship application form to Whitnie Hill, W313 (or email to whitnie.hill@ttu.edu) by the following deadlines:
	1. The completed application form must be submitted before the start date of the internship. (The Rawls College of Business requires that internship credit is earned in the semester that the student works for the internship provider and specifically prohibits “back-dated” adds for internship credit.)
	2. To allow time for review, the application form is to be submitted at least two days before the last day to add a class for the semester of the internship.
	3. We will notify you via your TTU email whether your application has been approved. If approved, you will be billed for this class.
2. Complete the internship as spelled out in the FIN 4382 application.
3. At the conclusion of the internship, write a summary paper about your internship addressing the following:
	1. Explain the major tasks and responsibilities of the job. Go into detail. If they changed over time, provide information as to how they changed.
	2. Describe challenges that you faced, if any. We are interested in knowing the types of things that challenge our students.
	3. Discuss specifics about how the Finance (and Business) curriculum did, and did not, prepare you for this work. If you are able to relate your internship experience to specific courses, please do so.
	4. The summary paper should be no longer than five pages (font size 11 and double line spacing). There is no required minimum length, but the typical paper is 3-4 pages. To pass, the paper must be well written with appropriate grammar and syntax, and must touch upon all of the above points fully and thoroughly. Place your name and the name of the firm on the first page of the document.
4. Have your direct supervisor email the paper as an MS Word document to whitnie.hill@ttu.edu. Ask your direct supervisor to verify in the email that he or she has read your paper and that you have completed the internship as spelled out in the application.