

# Finance Internship Opportunities

## *General Information*

An internship is employment, compensated or not, that awards academic credit for practical experience in the field of finance. An internship is the equivalent of academic coursework so the work responsibilities must provide an experience that contributes meaningfully to the student's understanding of the finance discipline. Internships that have a finance component will be granted credit, while those that are outside the finance area will not. (camp counselor, sales, etc.) Further, a student may not receive credit for continuing in a job held previously. University of Georgia and Terry College of Business policy is for the student to enroll for credit while participating in the internship. Certainly, work experience of any kind is valuable and is not discouraged.

## **FINA 4800: Three hours academic credit**

Students must meet the following requirements in order to receive academic credit for FINA 4800. This credit may be used in the BBA curriculum as major elective, upper level general elective or free elective credit.

1. Be a Finance major (not an intended major) in the Terry College of Business.
2. Have successfully completed FINA 3000.
3. Obtain an internship with a finance component. The internship should require you to work a minimum of 200 total hours over the duration of the internship.
4. Get approval from Dr. Pope. To gain approval, you will need the employer to send a direct email to Dr. Pope stating that you have accepted the internship, its duration, and your job assignment. A copy of your offer letter is NOT SUFFICIENT. It is better for you that the employer know you are gaining credit from your experience.
5. After Dr. Pope gets you access, register for and pay the associated tuition/fees for FINA 4800 in the academic semester you are physically completing the internship. University regulations do not permit juggling the semester in which you register for the credit to avoid tuition costs, etc. Registration of the course must be completed by the first day of the term in which credit is being received.
6. Complete substantial responsibilities/assignments related to finance activities throughout the duration of the internship.
7. You may not take any other classes while employed in the internship. You also may not use the internship for credit with another major or department.
8. Employer must complete a confirmation of performance at the end of the experience.
9. Submit your paper to the ELC dropbox before the last day of classes during the semester you enroll.
10. THE INTERNSHIP PAPER AND EMPLOYER FORM ARE DUE THE LAST DAY OF CLASSES IN THE SEMESTER THAT YOU ARE ENROLLED. NO LATE SUBMISSIONS.

## **Course Requirements:**

The course grade will be based on two factors: (1) research paper and (2) employer confirmation.

## **RESEARCH PAPER**

The research paper must be 5 pages (double spaced) and may require a significant amount of outside research (books, journal articles, news magazine analyses, Wall Street Journal articles, etc.) in addition to data from the internship sponsor. The paper needs to be on a financial aspect of the firm.

Topic ideas may include but are not limited to one of the following: an analysis of the firm's capital structure, a financial ratio analysis of the firm, an analysis of the firm's dividend policy, an analysis of certain regulatory and or economic factors affecting the firm and the firm's strategy, or various topics in working capital management.

The paper will be graded on the thoroughness of your analysis and research. Footnotes or endnotes must be used. The paper must be 5 pages long, not including tables, graphs, table of contents, and abstract. Avoid using first person in the paper. The format of the paper should be as follows:

A ) Discussion of the company. This should include what it does, its competitors, and the market it competes in. If allowed, you can discuss company financial performance and future outlook. This should be an analysis of the industry or space that the company operates. This should take 1-3 pages.

B ) Select a key issue facing the company and discuss its impact or relevance to the firm. Examples might be debt restructuring, a merger, TARP impact, new product release, change in accounting systems, impact of government policy, or many other possibilities. You can email Dr. Pope at [cpope@uga.edu](mailto:cpope@uga.edu) if you want feedback on a topic idea. Discussion of the key issue should take 2-3 pages.

***THE FINAL PAPER IS DUE BY THE LAST DAY OF CLASSES IN THE SEMESTER THAT YOU ARE ENROLLED.***

***THE PAPER MAY BE SUBMITTED IN A DROPBOX ON ELC.***

## **Employer Confirmation:**

The employer must provide a form confirming that you participated in the internship. See the last page for the document. This can be scanned and submitted in the dropbox on ELC.

## **COMMUNICATION:**

There are no formal office hours for this course, so please direct questions/concerns to Dr. Pope via his email address. There is a class ELC page but you will get a quicker response with direct email.

## **GRADING SCALE:**

Students enrolled in FINA 4800 will receive a grade of S/U. The course grade will be based on the five-page paper and the employer evaluation. The grading rubric is found below:

The course grade will be based on two factors: (1) research paper and (2) employer evaluation.

Research paper            80 points (must be on time)

Employer Confirmation 20 points

Below is a rubric on how the research paper is graded:

<i>Quality of Work</i>	<i>Points</i>
Paper has excellent analysis of company performance and position. Paper has excellent analysis of critical issue facing the company. Paper is well-written with few grammatical errors. Paper is well-sourced in bibliography.	80 points
Paper has good analysis of company performance and position. Paper has good analysis of critical issue facing the company. Paper is well-written with few grammatical errors. Paper is well-sourced in bibliography.	72 points
Paper has good analysis of company performance and position. Paper has fair analysis of critical issue facing the company. Paper is well-written with few grammatical errors. Paper is well sourced in bibliography.	67 points
Paper has fair analysis of company performance and position.  Paper has fair analysis of critical issue facing the company. Paper is okay with several grammatical errors. Paper is well sourced in bibliography.	60 points
Paper is poorly written with multiple grammatical errors.	50 points

**\*\*\* IMPORTANT: The research paper is INDIVIDUAL work and governed by the University Honor Code. The work you turn in should be your OWN.**

**TIMING OF THE DELIVERABLES:**

**THE FINAL PAPER IS DUE BY THE FIRST DAY OF EXAM WEEK IN THE SEMESTER THAT YOU ARE ENROLLED.**

**THE PAPER MAY BE SUBMITTED IN A DROPBOX ON ELC.**

## Company Confirmation for FINA 4800

**NOTE TO EMPLOYER:** We would like you to confirm that our student completed an internship with your firm. No evaluation of their performance is required. Feel free to give this form to the student and they can submit it with their internship paper. Thank you!

Student Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Company/Firm name: \_\_\_\_\_

Supervisor/Mentor name: \_\_\_\_\_

Intern's Job title/position description: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

Additional comments: