

internship

school of business and economics

FINC/ECON/REAL 444 – Internship Course

Completion Requirements

Note: Successful completion of the Internship Course in the areas of Finance, Economics and Real Estate for a grade and three (3) hours college credit is based on satisfactory completion of assignments. Assignments may be tailored to meet specific internship requirements with the advance approval of the Internship Coordinator and host employer. In order to be eligible to enroll in this course, the student (i) must be pursuing a major in the School of Business and Economics (SBE) or must be pursuing a minor/concentration in Finance, Economics or Real Estate, (ii) must have completed at least 85 credit hours and be of senior standing or have junior standing in the SBE Honors College, (iii) must have a GPR of 2.0 or higher overall and 2.5 in his/her major, and (iv) must be in good standing with the College and not have an “XF” on his/her transcript.

Completion of the following assignments is the basis for earning grade and college credit:

Internship Hours: Students are required to work a minimum of 120 hours at the host employer during the semester.

Daily Journal: Students are required to keep a Daily Journal of their job experiences. The journal must be typed, double spaced and the header must follow the format in the Journal Guidelines. The Daily Journal is submitted electronically via Web CT to the designated Internship Coordinator each Monday covering the week prior. A journal will be expected weekly for the first 80 hours of the internship. After journals have been completed for 80 hours of work, journals may be submitted every two weeks for the balance of the 120 hour requirement.

Internship Special Project and Report: The host employer, student intern and faculty supervisor will coordinate to select a relevant special project for assignment and completion by the student intern. Concurrent with completion of the special project, the intern will prepare an executive-level business report appropriate for submission to top management.

The report must include an Executive Summary fully supported with diagnostic research, problem identification, implications, alternative solutions, implementation strategy, recommendations and visuals to support such points; and results achieved or expected outcome, and **bibliography of research sources**. The Special Project report must have a minimum of ten (10) pages, double-spaced, not including Appendixes. The Special Project is submitted to the designated Internship Coordinator. The due date for the Special Project will be determined based on notification to the Faculty Supervisor by the student intern as to the date of the last day of his/her internship work at the host employer. At the end of the semester the Internship Coordinator will set a date on which the student will present his/her project in a Board Room type setting in front of the other internship students, the Internship Coordinator(s), other members of the SBE Faculty, and a representative of the host employer. **The intern must attend the Speaking Lab to practice his/her presentation at least one time prior to the formal presentations. Also, the intern’s professional report must be reviewed by the Writing Lab. These Labs provide evidence of attendance to the internship coordinator. Points will be deducted if the intern does not visit these labs and take advantage of these resources to produce a professional Special Project.**

Executive Interview Summary (1 required): Students will interview one senior-level manager to understand his/her career and discuss career development. Students will summarize the interview in a two page typed and double spaced document with the business card of the manager attached. The Interview Summary is submitted to the Internship Coordinator and is due after six weeks of internship work have been completed.

Job Performance and Satisfactory Evaluations: The focus of the Internship Course is to develop practical career-related experience. Performance evaluations are completed by the host employer during the Internship Course and upon completion of the Internship Course.

At least two (2) Performance Evaluations are documented to form the basis for grade assignment and awarding of college credit. The intern is responsible for ensuring that his/her host employer completes these evaluations and submits them to the Internship Coordinator.

Grading and College Credit: The Internship Course requirements are weighted as follows for assignment of final grade and credit.

- Daily Journals 25%
 - Special Project – Written report 35%
 - Special Project – Presentation 25%
 - Executive Interview Summary 5%
 - Job performance and Evaluations 10%
- 100%

Grade Scale:

A = 100-93, A- = 92-90, B+ = 89-87, B = 86-83, B- = 82-80, C+ = 79-77, C = 76-73, C- = 72-70, D+ = 69-67, D = 66-63, D- = 62-60, F = 59 and >

Any problems during the internship course having potential to cause failure to achieve the objectives of the course must be reported to the Internship Coordinator as soon as practical. Failure to keep the Internship Coordinator informed of potential problems may result in reduced grade assignment or failure to complete the objectives of the Internship Course.

Faculty and Internship Coordinator Support

Students are encouraged to make full use of the Internship Coordinator and college resources throughout the duration of the Internship Course. At least four scheduled meetings with the Internship Coordinator during the semester are required to facilitate provision of timely support and consultation. Unexplained absences or post-meeting explanations of absences from these scheduled meetings, will result in a point deduction from the student intern’s final grade.

Students are welcome and encouraged to contact the Internship Coordinator anytime by email, text message, telephone or voice mail.

Internship Coordinators/Faculty Supervisors

Finance/Economics	Real Estate
Tracy Clifford, CPA, MBA 100 Beatty Center Cell Phone (843)345-2890 Off Campus Office 720-1501 Email: cliffordt@cofc.edu	Brenda Dispenza, MBA 406 Beatty Center Office Phone 953-8046 Email: dispenzab@cofc.edu