



Department of Finance

Finance Internship

- 1. Read this internship application packet thoroughly.**
- 2. Complete pages 3 and 4 of this application packet.**
- 3. Contact one or more internship employers for available positions.**
 - Arrange an interview with a company.**
 - After accepting a position, ask the company representative to complete pages 5 and 6.**
- 4. Bring your completed application packet to the Department of Finance (BA I 409) in person. After your application is reviewed and approved, you will receive an email with registration information for the course.**
- 5. Please include a copy of your photo ID & an unofficial audit. Your application cannot be accepted without these.**
- 6. This application must be legible and complete. Missing information could cause your application to be rejected.**
- 7. Internship packets are due 10 days before the first day of class of each semester by 4pm. See the UCF academic calendar for the dates.**

OVERVIEW

Department of Finance internships are available to juniors and seniors majoring in finance. To qualify for an internship, undergraduate finance majors must have successfully completed FIN 3403 Business Finance and at least one other 3000 or 4000 level finance course, and must have a minimum overall GPA of 2.75 and a GPA of 3.0 in the major. Graduate students must also be in good standing and provide a note from the graduate school to that effect.

Graduate students must also be finance majors at the undergraduate level or must have completed two graduate finance courses.

All internships must be related to the field of finance. The objective of the program is to provide students with experience in finance that they would not otherwise have obtained. Therefore, students may not arrange internships with former or current employers. In rare cases, the internship coordinator may approve an internship with a student's current employer if the job responsibilities assigned to the intern provide a different and appropriate experience in finance.

Internship applicants must provide a picture identification (current driver's license will suffice) and original signatures from the intern employer. **These items must be received by the Department of Finance (BA I 409) by 4:00pm 10 days before the first day of class for the semester of the internship.** This will allow time for processing paperwork and registering. Late internship application packets will not be accepted after this date. If your internship is approved, the Department of Finance will email a permission number to you at your Knights email address allowing you to register for the internship course. **All applications must be turned in by the intern or they will not be accepted.**

Students will submit TWO written reports (typed and doubled-spaced, 12 font) as well as have their Internship supervisor complete a final internship evaluation form during the semester of the internship. The first report is due at the end of the 7th week of the Fall/Spring semester and 6th week of the Summer semester. The second report is due the last day of classes for the applicable semester. Students must submit their reports electronically and their supervisor must, personally, submit his/her evaluation form electronically to financeinternships@ucf.edu by 5pm on the last day of classes.

It is the student's responsibility to submit these reports on time. Students will not receive a reminder from the internship coordinator. Failure to submit reports on time will result in a grade of "unsatisfactory" and no credit for the internship. Also, students are responsible for ensuring that their supervisors complete and submit intern evaluation forms at the end of the semester. The internship coordinator will email these forms to the supervisors. Please insure that these required reports and the supervisor evaluation are submitted in a timely manner. Failure to do so could result in a grade of unsatisfactory for undergraduates or a failing grade for graduate students.

Internship report I: (due at the end of the seventh week of the fall/spring semester and sixth week of summer) Mid-Term

Describe your actual job responsibilities. What learning experience have you received? Which of your job responsibilities do you enjoy the most? Why? Were your job duties/assignments described to you in detail? If not, which areas could have been explained better? Describe in some detail how you would evaluate your performance. This report must be at least three pages typed (double-spaced, 12 font).

Internship report II: (due last day of the semester)

Summarize your overall internship experience. Include a final evaluation of yourself and your learning experiences and also a critique of the company and supervisor for whom you worked (this information will be kept confidential). Include how your internship may assist you in your future employment in finance. Be specific. This report must be at least three pages typed (double-spaced, 12 font).

**University of Central Florida
College of Business Administration
Finance Internship Authorization Form
(407) 823-3575 OR (407) 823-5756**

Instructions: Before you can register for an internship, each form must be completed and appropriate signatures obtained.

Your e-mail address must be legible. Please print clearly.

NAME: _____ DATE: _____

STUDENT I.D. (PID): _____

KNIGHT'S EMAIL ADDRESS: _____ @knights.ucf.edu

HOME ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

ACADEMIC STATUS:

FIN4941: JUNIOR _____ SENIOR _____ FIN 6946: GRADUATE _____

GPA: Overall _____ Major GPA: _____

Anticipated Graduation Date: _____

INTERNSHIP SEMESTER: 20 _____ SPRING _____ SUMMER _____ FALL _____

When you receive your permission number, it is solely your responsibility to register for this course before the end of add/drop period.

I certify that I have no holds on my student account. If this class causes me to be in excess of 17 credit hours, I will have an approved petition (for the overload) on file in the Office of Student Support, BA2 101.

Student Signature

Note: It is the student's responsibility to clear any holds or to submit any petitions. The student will **not** be able to register for this class until hold(s)/petition issues have been resolved.

Are you an International Student? Yes _____ No _____ (if no, please skip this section)

If so, what is your visa status _____?

If you are hired for a paying internship, you must go to the ISC office on campus.

EMPLOYMENT HISTORY:

**INTERNSHIP AGREEMENT
COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF CENTRAL FLORIDA**

I, _____ agree that I will be an intern with the College of Business Administration's Internship Program and will abide by its rules and regulations.

I agree to act in a professional manner and abide by the internship policies in the College of Business Administration. I understand further that should I violate the policies, my internship may be terminated by the Faculty Internship Coordinator. **Should the internship be terminated, I understand that the grade for the terminated internship will be "unsatisfactory."** I understand that as an intern I am not an employee of the College of Business Administration or the University of Central Florida, and am not entitled to any employee benefits.

I understand that the sponsoring organization cannot be a current or former employer. The internship will be graded as satisfactory or unsatisfactory for undergraduate students and a letter grade for graduate students. **The credit hours are included in your overall UCF coursework but not in the calculation of the GPA.**

I understand that the internship will begin _____ and will end _____. **I further understand that I am to work 20 hours each week during a regular University of Central Florida's academic semester.** This time shall be monitored at the discretion of the organization's internship supervisor and the Faculty Internship Coordinator.

I hereby agree to the above terms:

Intern signature: _____

Intern address: _____

Intern phone: _____ Date: _____

Faculty Internship Coordinator

Date

SPONSORING ORGANIZATION:

**Intention to Participate in the Internship Program
DEPARTMENT OF FINANCE
COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF CENTRAL FLORIDA**

(To be filled out by internship employer)

Sponsoring organization: Please complete the following information to verify the internship that your organization wishes to offer:

Name of Organization: _____

Address: _____

Telephone Number _____ FAX Number: _____

Direct Supervisor's Name and Title: _____

Email (please print clearly): _____

Description of intern's tasks and responsibilities *(please be aware that in order to qualify as an acceptable internship, the student's work must provide an opportunity for gaining significant and meaningful professional experience in all areas of finance.)*

What special qualifications are needed by the intern?

Number of Interns Needed: _____

Dates of proposed internship: Beginning _____ Ending _____

Hourly wage: \$ _____ Hours per Week: _____

Supervisor's signature: _____ Date: _____

Please return to: Department of Finance Room 409
University of Central Florida
Orlando, FL 32816-1400

LEARNING AGREEMENT
COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF CENTRAL FLORIDA

(To be filled out by internship employer)

1. Brief description of proposed internship (include semester, year and description of work)

2. Learning objectives and expectations of proposed internship:

3. Indicate how proposed internship will help develop specific skills and competencies in each of the following areas:

a. Teamwork: _____

b. Written and Oral Communication: _____

c. Creative Thinking: _____

d. Adapting to Change: _____

e. Technical Knowledge and Skills: _____

f. Analytical Ability and Judgment: _____

4. Required Signatures:

Intern: _____ Date: _____

Sponsoring Organization: _____ Date: _____

Faculty Intern Coordinator: _____ Date: _____