



Monte Ahuja
College of Business

FINANCE DEPARTMENT

INTERNSHIP GUIDELINES

INTERNSHIP OPPORTUNITIES

Finance students are encouraged to participate in an internship for at least one semester as a junior or senior at Cleveland State University. The internship experience has proven to enhance real world business knowledge. Students can find internship opportunities by:

- Identifying and contacting companies on their own.
- Joining the “**Community of Finance Resources Network**”.
Email: elearning@csuohio.edu with your name, CSU ID, and the title above to join.
- Joining a student organization, e.g: *The Finance Management Assoc.* and/ or *Beta Alpha Psi*.
- Contacting those provided by the college and university or by networking at recruitment events sponsored by the Monte Ahuja College of Business.

INTERNSHIP REQUIREMENTS

- Undergraduate students must complete **FIN 351** and have a CGPA ≥ 2.0 to be eligible for internship credit. Graduate students must have a CGPA ≥ 3.0 .
- Please note that hours used for an internship counts toward the five-credit hour limit described under Independent Study and Special Topics.
- After a student receives an offer for an internship, he or she needs to complete the **Internship Application Form (below)** and submit it to the Finance Department Internship Coordinator for approval prior to the start of the semester in which the internship will take place.
- Application must be completed prior to start of work/1 week prior to start of semester.
- Internships are required to be a minimum of 120 working hours over the course of the semester, including summer semester, to receive 3 credit hours.
- Students who are already working for an organization cannot use their paid work experience for internship credits.
- It is the student’s responsibility to check with the Finance Department Internship Coordinator regarding specific department requirements pertaining to the student’s major.
- The student is required to provide a report to the Finance Department Internship Coordinator during the internship period and submit it to the Finance Department Internship Coordinator before the semester ends.
- The employer is required to provide an evaluation of the student’s performance during the internship period and submit it to the faculty advisor before the semester ends.
- International students need to contact the Center of International Services & Programs.
- (CISP) for their eligibility to participate in internships within the United States. Upon acceptance by a company, international students are required to complete additional paperwork with CISP before the beginning of the internship.

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INTERNSHIP APPLICATION FORM

STUDENT & INTERNSHIP INFORMATION

Student Intern: _____ CSU ID#: _____

Major: _____ Semester: _____

Cumulative GPA: _____ Total Number of previous Independent Study & Special Topics credit hours completed: _____

Course #: _____ Section #: _____

Employer Firm: _____

Starting Date of Internship: _____ Ending Date of Internship: _____

of hours per week: _____ # of Credits Required: _____

Immediate Supervisor: _____ Supervisor's Email: _____

A CONCLUSION REPORT NEEDS TO BE COMPLETED BY THE STUDENT AND RETURNED TO THE INTERNSHIP COORDINATOR:

Dr. Yinjie Shen at y.shen61@csuohio.edu at least one week prior to the end of the corresponding internship course.

[The report module can be found here.](#)

THIS SECTION TO BE COMPLETED BY YOUR IMMEDIATE SUPERVISOR AT THE INTERNSHIP

1. Internship will start on _____ and end on _____.

Employment in this position is for a minimum of _____ hours per week during the _____ Semester.

2. Please describe the duties or learning objectives of this internship:

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PLEASE COMPLETE THE FORM ELECTRONICALLY.

3. At least 75% of the intern's work would be deemed professional in nature, implying that no more than 25% of the intern's time will be spent in activities such as filing, copying, or answering telephones. YES NO
4. The supervisor understands that an evaluation form needs to be completed and returned to the internship coordinator at least one week prior to the end of the corresponding internship course.
[The evaluation can be found here.](#) YES NO

SIGNATURES

Signature of Supervisor: _____ Date: _____

Signature of Student: _____ Date: _____

Signature of Internship Coordinator: _____ Date: _____

Signature of Department Chair: _____ Date: _____