



## DEPARTMENT OF FINANCE AND ECONOMICS

# FINANCE 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: [elarning@csuohio.edu](mailto:elarning@csuohio.edu) with your name, CSU ID, and the title above to join.
- Joining a student organization, e.g: *The Finance Management Association* 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  $\geq 2.0$  to be eligible for internship credit. Graduate students must have a CGPA  $\geq 3.0$ .
- A Faculty Advisor will guide, track and evaluate the internship. Students may choose any full-time Finance faculty member including the internship coordinator as the Faculty Advisor.
- 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 Faculty Advisor 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 Internship Coordinator, Dr. Yinjie Shen at [y.shen61@csuohio.edu](mailto:y.shen61@csuohio.edu) regarding specific department requirements pertaining to the student's major.
- The student is required to complete and submit the End of Internship Report to the Faculty Advisor 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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# DEPARTMENT OF FINANCE AND ECONOMICS FINANCE INTERNSHIP APPLICATION FORM

## STUDENT & INTERNSHIP INFORMATION

Student Name: \_\_\_\_\_ CSU ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Semester: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Course #:  FIN 490  FIN 690

Employer Firm: \_\_\_\_\_

# of hours per week: \_\_\_\_\_ # of Credits Sought (up to 3): \_\_\_\_\_

Internship Supervisor/Mentor: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Faculty Advisor's Email: \_\_\_\_\_

**AN END OF INTERNSHIP REPORT NEEDS TO BE COMPLETED BY THE STUDENT AND RETURNED TO YOUR FACULTY ADVISOR**  
at least one week prior to the end of the corresponding internship course.  
[The End of Internship Form can be found here.](#)

## THIS SECTION TO BE COMPLETED BY YOUR IMMEDIATE SUPERVISOR/MENTOR 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:

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/Mentor understands the Evaluation Form needs to be completed and returned to the Faculty Advisor at least one week prior to the end of the corresponding internship course.  
[The Internship Evaluation Form can be found here.](#)  YES  NO

**SIGNATURES**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor/Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_