How to Apply and Register for a Finance Internship

You must complete the process described below before actual work on an internship can begin. The finance internship coordinator is Dr. Diane Schooley-Pettis. Her email address is dschoole@boisestate.edu.

Process:

1. Identify the internships for which you wish to apply. BroncoJobs is a good place to start your search: http://career.boisestate.edu/ Or you may want to inquire with individual companies who employ people in your area of interest.

Caution: Many businesses offer positions that they call internships. However, the University or the Department of Marketing and Finance may not grant university credit for the experience. Some internships may qualify for lower division credit only. To get internship credit, you must obtain Dr. Schooley-Pettis’ approval of your internship. Email Dr. Schooley-Pettis if you have questions about whether a particular experience will qualify for internship credit.

2. After you have been offered an internship, complete a Statement of Objectives form with the person who will be your mentor and Direct Supervisor at your internship organization. Both of you sign the statement. The form is at: http://cobe.boisestate.edu/marketingandfinance

Meet with Dr. Schooley-Pettis to review the Statement of Objectives form. To make an appointment, email her assistant at LoraineHand@boisestate.edu or call 208-426-3114.

3. Next, complete the online University internship application.
   - Go to: http://career.boisestate.edu
   - On the left-hand navigation bar, click on Students
   - Then click on Internships
   - Scroll down to “How Do I Register for an Internship?” and click on the link.

   • Click on Internship Application for Academic Credit
   • Enter the required information.
   • Click Save if you are missing some of the information and need to come back later to complete the form.

Some information you will need:
   - Three credits for 135 hours of internship work
   - FINAN 493 for upper division credit (must have already passed FINAN 303) OR FINAN 293 for lower division credit

   • Click Submit. You cannot make any changes after submitting.

4. An automatic email is sent to Dr. Schooley-Pettis. If more information is required, she will email you. After she approves your request, an email is sent to your Direct Supervisor who reviews the rules and responsibilities. After the organization accepts the responsibilities, the internship course will be added to your class schedule.

5. Finally, you must view the online orientation workshop and take the quiz. Print the results for your records.

The link to and instructions for completing the workshop and quiz are at:


6. Near the end of the semester, begin working on your internship final report. The report is due before the last day of regularly-scheduled classes (before finals week). You will find instructions for completing the final report on the Department of Marketing and Finance website (address provided in step 2 in the previous column).

All finance internships are graded as pass/fail.

7. Contact Dr. Schooley-Pettis at any time during your internship if you have any questions or concerns.