

Boise State University
College of Business and Economics

Finance Internships

Philosophy

The finance faculty believes that internships must provide students a valuable learning experience about finance to qualify for academic credit. The internship should provide an atmosphere of professionalism, respect, and ethical values.

Criteria for Suitable Internships

In addition to the general characteristics described on the second page, the following criteria must also be met for an internship to qualify as a significant educational experience that earns academic credit.

1. **The internship must involve either full time or part time employment providing significant experience in finance-related fields, for example:**

- Banking
- Investments or financial advising
- Cost accounting or budgeting
- Treasury management

2. **Minimum Required Number of Work Hours:**

The student needs to complete 150 hours of finance work during the semester in order to earn 3 credits. That is a minimum of about 10 hours per week during the semester. Most of our interns work 15 - 25 hours per week, although some work full-time in the position which still qualifies for credit.

3. **The intern must be supervised by someone with suitable experience in the assigned tasks.**

Please remember that internships are training programs for students. The employer must agree to the specific guidelines established by Boise State policy. A copy of these guidelines will be printed along with the Internship Application as part of the Career Center Application process. The supervisor's signature on the Internship Application indicates acceptance of these criteria.

Student Qualifications

1. Completion of appropriate undergraduate finance and accounting courses based on the employer's specific needs (FINAN303 at a minimum).
2. Approval of Finance Intern Director.

Requirements for Enrollment and Completion of Internship

The student is required to submit an application online through the Boise State Career Center. The application requires a general description of the finance duties the intern will perform. At the conclusion of the internship, the intern is required to submit a report that details the intern's evaluation of the work experience and how that work experience relates to college courses in finance that the student has taken.

Academic Credit

When an internship possesses the characteristics described on the previous page, academic credit of three (3) semester hours will be granted. One hour of academic credit may be earned for each 50 hours of work experience directly related to finance. To qualify for the 3 credit hours, the minimum number of hours required is 150 hours. As a matter of departmental policy, no more than three hours of internship credit is available to any student to apply toward degree requirements.

Setting up an Internship

Setting up an internship is very easy. First, complete the "Finance Intern Description" form that is attached to this email and return via email to me. I will review the description and ask for clarification if needed. After I approve the job as eligible for internship credit, go to the Boise State Career Center web page <http://career.boisestate.edu/>, and click on "Employers" button on the left and follow the directions to post the internship.

Evaluation Requirements

Please notify me when you have hired a student. All I need is the student's name. Please tell them to contact me using the email address below:

All Finance internships are graded as Pass / Fail. To get a passing grade, students must submit a short paper that describes the internship, what the student learned and their perception about finance after completing the internship. In addition, I will ask the employer to complete an evaluation form that describes the intern's performance.

If you have further questions, please contact me at:

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