



Finance Premier Internship
FIN 493
Course Syllabus

Instructor Contact Information

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Course Teaching Assistant

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Course Overview

The Finance Premier Internship provides the student with an opportunity to explore career interests while applying knowledge and skills learned in the classroom in a work setting. The experience also helps students gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks.

Prerequisite Requirements

No prior knowledge is assumed in this course. As such there are no prerequisite requirements for FIN 493.

Course Objectives and Learning Outcomes

The internship will provide students with the opportunity to:

- Gain practical experience within the business environment.
- Acquire knowledge of the industry in which the internship is done.
- Apply knowledge and skills learned in the classroom in a work setting.
- Develop a greater understanding about career options while more clearly defining personal career goals.
- Experience the activities and functions of business professionals.
- Develop and refine oral and written communication skills.
- Identify areas for future knowledge and skill development.

Course Reading Materials

No specific reading materials are required, though the student must choose a book relevant to the internship position and responsibilities, as outlined below.

All documents to be reviewed, completed and/or signed by the internship sponsor and student are available on the Finance Department website internship page at <https://eller.arizona.edu/departments-research/schools-departments/finance/programs/undergraduate/internships>.

All internships are subject to UA Internship Policies & Guidelines for Students, which will supersede any conflicting statements in this document. UA Internship Policies & Guidelines are available at <https://www.registrar.arizona.edu/online-forms-available-from-office-of-the-registrar?audience=faculty&cat1=14&cat2=253#Academic%20Program%20Forms>.

Course Workload Expectations

This course is structured around 15 weeks of internship work and a total of 45 hours of on-site work at the business of the intern sponsor.

Office Hours and Communications

Please email the Course Teaching Assistant for content related questions.

Office Hours

Office hours can be scheduled with the course teaching assistant by appointment or on a drop-in basis.

Assignments and Assessments: Course Schedule and DUE DATES

The following agreements and assignments (i.e., course deliverables) are due during the semester of the internship.

Course Work	Due Date
Read FPIP Academic Guidelines	1 st week of internship
Sign and submit FIN 493 Internship Work Plan	1 st week of semester or no later than 1 st week of internship
Submit Initial Report	
Complete and submit mid-semester intern progress report	During week 8 of semester
Sponsors completed mid-semester evaluation of intern	
Sponsors completed end-of-semester evaluation of intern	During last week of classes, but no later than last day of final exams for the semester
Complete and submit end-of-semester intern progress report	
Finance Book Overview	
Informational Interview and Report	

Turning in Assignments

All graded assignments and assessment will be submitted electronically by email to the Course Teaching Assistant.

Late Assignment Policy

Agreements or assignments will not be accepted after the last day of final exams for the semester.

Course Grading

Course grades will be determined based on the following items:

Course Work	Points
Read FPIP Academic Guidelines	---
Sign and submit FIN 493 Internship Work Plan	5
Submit Initial Report	5
Complete and submit mid-semester intern progress report	10
Sponsors completed mid-semester evaluation of intern	10
Sponsors completed end-of-semester evaluation of intern	25
Complete and submit end-of-semester intern progress report	15
Finance Book Overview	15
Informational Interview and Report	15
TOTAL	100

The approximate final course grade breakdown will be as follows:

Points	Grade
85-100	S(uperior)
70-79	P(ass)
Below 70	F(ail)

Incomplete Policy

If you experience extraordinary circumstances beyond your control, which prevent you from completing the course within the scheduled 15-week timeframe, you must request an incomplete by emailing the Course Teaching Assistant **before the end of the course**. Please clearly explain the reasons for the request and provide relevant documentation. Please be aware that you must be receiving a passing grade at the time of the request. If granted an incomplete, you should review the related policy stipulations at <https://www.registrar.arizona.edu/grades/incomplete-i-grade>

Academic Policies and Institutional Resources

Academic Policies and Procedures

As a University of Arizona student, you are expected to become familiar with and abide by the university-wide policies and procedures. You can find complete, up-to-date information at:

<https://www.eller.arizona.edu/academic-programs/policies/inperson-ugrad>

<https://www.eller.arizona.edu/academic-programs/policies/inperson-grad>

Academic Integrity

Upon accepting admission to the University of Arizona, you immediately assumed a commitment to uphold the Code of Academic Integrity. Complete copies of these policies can be found online at:

- The University of Arizona: <https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>
- Eller College of Management: <https://ugrad.eller.arizona.edu/about/ethics>

Any instances of academic dishonesty will result in a grade of F for the course.

While it is our sincere hope that you will not engage in academic misconduct, it seems prudent to clarify in advance the policy on dishonest behavior.

Reminder: this course has a zero-tolerance policy on cheating.

Online Collaboration/Netiquette

In this course, you might communicate with instructors through email. The following guidelines will enable everyone in the course to participate and collaborate in a productive, safe environment.

- Be professional, courteous, and respectful as you would in a physical classroom.
- Online communication lacks the nonverbal cues that provide much of the meaning and nuances in face-to-face conversations. Choose your words carefully, phrase your sentences clearly, and stay on topic.
- Remember that this course abides by university policies regarding disruptive behavior: <https://deanofstudents.arizona.edu/accountability/disruptive-student-behavior>. Violations of the instructors' copyright violate the Code of Academic Integrity and may result in course sanctions.
- Compose your messages in a word processing tool, and check your spelling and grammar before submitting your email.

Students who are uncooperative, rude, abusive to a TA, instructor, or staff members, whether in class or outside class, will be penalized.

Disability Accommodations

At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, you are welcome to let me know so that we can discuss options. You are also encouraged to contact Disability Resources (520-621-3268) to explore reasonable accommodation.

Library Support

The University of Arizona Libraries is dedicated to providing the research tools you need at any time. For an abbreviated list of resources directly related to a specific course, select the **Library** link (located in the *Table of Contents* on the left of the screen). If you need any assistance, please contact Jeremiah Paschke-Wood at jpaschkewood@email.arizona.edu and include your University of Arizona NetID.

Workload and Course Requirements Subject to Change

Workload and Course Requirements are subject to change at the discretion of the instructor with proper notice to the students.

Errata

The instructor reserves the right to revise the syllabus as necessary to correct typographical errors, factual errors, omissions, or other material included herein as needed to correctly reflect the requirements of the course.