

# Premier Finance Internship Guidelines

## Department of Finance Premier Internship Program (FPIP)

The FPIP Program is designed to provide high-quality finance internships that can be paired with academic experience for select undergraduate Finance majors. The academic components associated with your internship will give you the opportunity to reflect on your internship, the practical financial work experience gained and how this experience relates to your academic program.

Internships are pre-approved by the Department of Finance to be part of the FPIP program. Students participating in the FPIP can receive 1 unit of internship credit. These structured internships are coordinated through a partnership with the Finance Department and the sponsoring organizations.

### What are the benefits to a FPIP?

- You can apply the finance skills you've learned in the classroom
- You can challenge yourself to try new things
- You can test drive future career options
- You can prove yourself to a potential future employer

### Who is eligible for a FPIP?

Students who have completed FIN412 and FIN421 with an A in both courses and have a cumulative GPA of over 3.70 are eligible for a FPIP. Students will be recommended by faculty prior to each semester for the 20 to 25 active premier finance internships coordinated by the Finance Department.

Students who are not eligible for a FPIP but who wish to pair their academic assignments with work experience are encouraged to review the Eller College Career News for current listings or to contact the Eller College Undergraduate Program Career Resource Center Internship Coordinator, either by email at [career@eller.arizona.edu](mailto:career@eller.arizona.edu) or during office hours held in McClelland Hall, Room 203A.

### Advantages of FPIP academic credit:

- You pair your work experience with an opportunity to reflect on your experience through academic assignments.
- The internship experience is recorded on your transcript as academic credit.
- Some FPIP internships include stipends

### How will I know if I am recommended for a FPIP?

If a faculty member recommends you for a FPIP, the Department of Finance Program Coordinator will contact you via email to submit your resume and cover letters addressed to the sponsors providing premier internships for the semester. Your resume and cover letter will be provided to the sponsors, who will contact you directly for an interview. The internship sponsor

will review the applications submitted and will interview potential interns for the position. It is the ultimate decision of the internship sponsor as to who will be selected for the internship position.

### **If I am offered an FPIP, what do I need to do?**

If you are offered a premier internship, you will need to complete the required paperwork with the Department of Finance Program Coordinator no later than the first week of the semester in which you are obtaining credit for the internship. Additional paperwork will be required the first week you are working for the sponsor in the internship position.

### **Internship Academic Contact Hours Required for Credit**

To meet the academic component requirement, all students are required to work a minimum of 120 hours during the semester, complete an initial report during the first week of the internship, read and write an overview report of a finance book related to your internship, interview two executives/managers at the company and provide a written report (with business cards attached) by the end of the semester, submit mid-semester and end-of-internship reports, and submit employer mid-semester and end-of-internship evaluations to qualify for credit.

### **Please be advised of the following concerning FPIP internship credit:**

#### **You will receive one (1) unit of FIN493 credit.**

This credit will apply to major elective requirements and will show on your transcript as a Finance Internship. This can be useful to catch the attention of employers or graduate schools. Note that students cannot have more than 9 units total of any academic credit with a 293/393/493, 299/399, or any other course number with a 9 designated in the center.

#### **Internship credit has academic assignments associated with it.**

As described above, coursework associated with the internship is intended to provide students with an opportunity to reflect on their internship experience and how it applies to their academic work in the Department of Finance

#### **Students who have earned an A in FIN412 and FIN421 and have a cumulative GPA over 3.70 are eligible for internship credit in FIN493.**

#### **Students are financially responsible for any credit**

Please check the Bursar's office fee schedule to determine the cost per unit for the semester you are interested in applying for internship credit. This information can be found at the Bursar's office website.

#### **The internship supervisor has agreed to correspond with the Program Coordinator and to submit a mid-semester and end-of-internship evaluation form.**

### **Internship Application Process**

#### **Within one week of being recommended for a FPIP and contacted by the Program Coordinator:**

1. Download and read the [FPIP Academic Guidelines](#).

2. Download the [FPIP Memorandum of Understanding](#).
3. Refine your resume and write a cover letter to be addressed to the sponsor noted by the Program Coordinator.
4. Fill out the FPIP Academic Guidelines, FPIP Memorandum of Understanding, and submit to the Program Coordinator with your cover letters and resumes (one for each sponsor) in the Finance Department, McClelland Hall, Room 315R.
5. Direct any questions to [financeinfo@eller.arizona.edu](mailto:financeinfo@eller.arizona.edu).

### **Internship Course Enrollment (FIN493)**

1. When you are offered an internship position with one of the FPIP sponsors, contact the Program Coordinator via email at [financeinfo@eller.arizona.edu](mailto:financeinfo@eller.arizona.edu). Be sure to include your name, the company sponsor information, and the name and contact information for your immediate supervisor. You will be enrolled in FIN493 for the semester of the internship for 1 unit hour.
2. Review the academic requirements of the internship in the Premier Finance Internship Academic Guidelines document and submit the required Initial Report during the first week of your internship.