

FIN 470 ~ FIN474 Internship in Finance
General Guidelines
Department of Business
Elizabethtown College

Prior to graduation, students majoring in Finance are required to complete and transcribe an internship for academic credit(s). In order to register and complete an internship for credits, a **FIN47X Internship in Finance – Student Learning Contract** and an **Internship Report** must be completed according to the **Internship in Finance (FIN470 ~ FIN474) Syllabus**. In addition, the following general guidelines apply:

1. Students must have a minimum GPA of 2.0 to enroll in internships;
2. Internships shall be registered during the semester or summer when the work is performed and completed;
3. Students can take and register multiple internships, each of which can be awarded between 0 to 4 credits;
4. A maximum 12 credits can be awarded in total to all internships completed;
5. To be awarded academic credits, students must work a minimum 40 hours per credit over the course of the term in which the internship is registered;
6. No credits will be awarded more than once for internships completed with the same employer in the same position or job duties;
7. Internships typically shall be registered no later than the 3rd Friday of the regular Fall or Spring semester. For summer internships, registration shall be completed by the end of the first week of the internship;
8. Internships will be graded Pass/No Pass;
9. The internship can be completed either in the U.S. or abroad.
10. Students may identify appropriate internships on their own, with the help of faculty members or through the Office of Career Services.
11. Students may not intern at a company owned or managed, fully or in part, by a family member of the student, nor may the on-site supervisor be a member of the student's family or working under the supervision of a family member.
12. The **Internship in Finance – Employer Information Form** must be completed and returned to the internship supervising faculty.
13. Upon completion of the internship, the employer is expected to complete and return the **Internship in Finance – Employee Evaluation Form** to the internship supervising faculty.