

# UNIVERSITY of HOUSTON

## ROCKWELL CAREER CENTER

Fall 2023

### FINANCE GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from both the Finance Career Counselor and the student's Academic Advisor). **Please read this document carefully as it provides general guidelines for submitting an internship academic credit request and provides information on end of semester requirements for FINA 4396.**

#### Key Facts of the Course

- Enrollment in the internship course will be conducted by the Rockwell Career Center after approval by faculty and the academic advising office. Enrollment is not done by the student through PeopleSoft
- The internship must be related to student's declared major if trying to receive credit for a "Major elective";
- The internship must have start and end dates, along with concrete professional development objectives
- FINA 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- Internships must include 10+ hours worked per week
- Internship course requires payment like any other course at the University of Houston; for exact cost of payment contact the Finance Office located in the Welcome Center
- You must write a term paper to submit to the Internship Faculty Advisor by **December 5, 2023 at 5:00 PM**

#### Course Prerequisites

- Finance majors with junior or senior standing; you must have a degree plan filed
- Students must have a 2.5 GPA at the time of course enrollment request
- Complete FINA 3332, ACCT 2331, ACCT 2332

**The Internship for Credit Web form must be submitted by August 21, 2023 to ensure that you will be registered in the course by the last day to add a class.**

<b>INTERNSHIP CREDIT WEBFORM</b>	Meet with internship employer and fill out the job duties section and have a job posting or offer letter with job description ready to upload to the website: <a href="https://www.bauer.uh.edu/InternshipAcademicCredit/">https://www.bauer.uh.edu/InternshipAcademicCredit/</a>  Your academic advisor will review your submission and coordinate with the Rockwell Career Center. You should receive a response in approximately 3 business days. If this request requires immediate attention, please contact Troy Hopkins at <a href="mailto:tdhopkins@uh.edu">tdhopkins@uh.edu</a>
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Please note: We cannot process your request until the web form has been properly filled out and submitted with the required attachment. Any documents filled out incorrectly will not be processed and the student is responsible for correcting or resubmitting a new document. Thereafter, allow at least two to three days for processing.

**Holds:** Should you have a hold on your PeopleSoft account, you will not be enrolled in the internship course; the hold must be removed before you may be enrolled.

### **Re-Enrollment**

If you are dropped from the course for any reason, you must email the Rockwell Career Center requesting to be re-enrolled. Students will not be-enrolled automatically if they are dropped for non-payment.

**Term Paper Deadline is December 5, 2023 at 5:00 PM.** The term paper must be submitted directly to the Internship Faculty Advisor Professor Praveen Kumar by email: [pkumar@uh.edu](mailto:pkumar@uh.edu)

### **Guidelines for Finance Internship for Credit Term Paper:**

The analytical term paper may vary in length, but is expected to be between 6-8 pages, double spaced, not including examples of your work attached. The term paper should discuss and analyze in detail several of the learning opportunities you had while completing the internship. It is recommended that you select a couple of topics/assignments and discuss/research them in detail. You must be able to articulate through financial analysis the knowledge gained from the internship. The term paper should discuss both the positive and negatives of the learning experience and demonstrate your knowledge through additional research. If possible, samples of work may be attached. Blackout names of clients and/or any proprietary information.

### **Term Paper Specifications:**

1. The paper should be between 6-8 pages, double spaced in 12 point font. It should not exceed 8 pages.
2. Pages must be numbered.
3. Correct grammar and spelling are expected.
4. The paper should have an identifiable organization and structure.
5. Limit attachments and schedule to what is necessary.
6. Blackout names of clients, or anything that is proprietary to the Company you are working for.

If you need help with grammar, formatting or structuring your paper, the Writing Center offers free consultation services for students.

Here is a link to their website: <http://www.uh.edu/writecen/Students/Gen-Con/>

For academic questions regarding the internship course itself (i.e. term paper, grade), please contact the Finance Internship Faculty Advisor:

Praveen Kumar, Cullen Distinguished Chair and Professor, **Department of Finance**

[pkumar@uh.edu](mailto:pkumar@uh.edu) - 713-743-4770 - 220H Melcher Hall