

Finance 492 - Internship Credit

1. **You must currently be a finance major** and have been admitted to finance by the Haslam College of Business Undergraduate Programs Office. If you're not currently admitted to finance, contact the Undergraduate Programs Office.
2. **You will receive general elective credits** for your internship, not finance credits.
3. **You will be required to work a minimum of 300 hours (eight weeks at 40 hours per week)** in order to receive a maximum of three general credit hours. Most internships are full-time jobs and are completed in one semester.
4. **Your internship must have a significant finance component.** An internship that consists primarily of inputting data, filing or cold calling would NOT be approved for Finance 492.
5. **You must register for Finance 492 in the semester in which you conduct the internship.**
6. **You must get approval in order to be registered for Finance 492.** Contact Mrs. Suzan Murphy, Internship Coordinator, The University of Tennessee, Department of Finance, 420 Stokely Management Center, Knoxville, TN 37996; (865) 974-1728, smurphy@utk.edu. She'll need a **letter from your supervisor** describing your internship duties and dates of internship. (This information can be mailed or sent via e-mail.). She'll also need an **internship documentation form**. Once she receives this information and the internship is approved, you will be added to Finance 492.
7. **You will be required to keep a weekly journal and write a final paper.** Your journal should be a brief record of what you did and learned on the job. It may be a weekly journal with at least two paragraphs per week. It should focus on how you integrated your on-the-job learning to better manage people, financial resources, and business strategy. You may wish to write about areas such as financial analysis, interactions with co-workers concerning your job or insights about the organizational structure. You should be careful not to include confidential or privileged information in your journal or final paper. There is not a "minimum" number of pages for the final paper; however, it should thoroughly describe your internship experience. **These documents are due to Mrs. Murphy by the end of the semester in which you plan to receive credit for your internship.**
8. **The internship will be graded on a Satisfactory/No Credit basis.**