

Economics and Finance Department  
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TO: Students Interested in Finance Internships  
FROM: Dr. Sean Salter, Finance Internship Administrator  
SUBJECT: Finance Internship Requirements  
DATE: November 5, 2009

Students who are interested in completing an internship in Finance must adhere to the following guidelines:

1. Each student must provide a letter outlining several points regarding the proposed internship:
  - a. The nature of the work to be done while interning
  - b. The number of hours per week that the intern will complete
  - c. The start and end dates for the proposed internship
  - d. Whether the intern will be paid or not
  - e. Contact information for the intern's immediate supervisor

The letter must be printed on the company's letterhead and signed by the intern's immediate supervisor. The letter must be delivered to the Finance internship administrator.

2. Once the letter (described above) is received by the Finance internship administrator, the student must fill out a short form (available in BAS N329) to allow enrollment in FIN 4890. The student will then be cleared to enroll in FIN 4890 during his or her normal enrollment window.
3. The student must complete the internship to the satisfaction of the immediate supervisor and the Finance internship administrator.
4. The student must write a brief (five to ten page) memorandum report outlining his or her experiences as an intern. The student is not expected to reveal any proprietary or confidential information. The focus should be on what the student learned and how the internship related to finance coursework taken at MTSU. The paper should be well-written (proper grammar, spelling, punctuation, sentence structure, etc.), typewritten in a 12-point business font (e.g., Arial, Times New Roman), and double-spaced with 1-inch margins. The paper must be submitted to the internship administrator prior to finals week.
5. Upon successful completion of these requirements (as judged by the internship administrator), the student will be awarded a grade of "Pass" and three (3) semester hours credit for FIN 4890.