

FIN 4941: INTERNSHIP IN FINANCE
CRN 12105 (3 Credit Hours)
SPRING 2020

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FGCU Catalog and Course Description: Experiential learning course allowing for practical applications of the skills and knowledge required in a classroom setting. Departmental approval only.

Academic Qualifications: In order for a student to take the ECO/FIN Internship, the student must have an overall FGCU GPA of 2.5 and a Major GPA of 3.0. The student must also be of Junior Level standing and be approved by a LCOB academic advisor.

Course Objectives and Learning Outcomes: Upon completion of the course, the student should be able to meet these learning objectives:

LCOB Learning Goals (EPCK)	Learning Objective (Measurable Outcomes)	Course Learning Outcomes	Method of Assessment
Graduates will:	Graduates will:		
Be effective problem solvers.	Solve business problems using analytical tools.	1. Critically analyse how economic theories could be applied to problem solving during the internship. 2. Learn how to solve problems in an organizational setting.	Final Paper and Internship Survey
Be effective communicators.	<ul style="list-style-type: none"> • Deliver effective oral presentations. • Prepare effective written reports. 		Final Presentation

Grades: The grade in this course is based on a combination of assignments. The student will receive an “S” or “U” based on the completion of all assignments, including 220 hours of work for the employer.

Assignments: The student is required to:

1. Work for the employer for a minimum of 220 hours.
2. Submit an update to the Faculty Instructor approximately every week. The update should include a brief summary of the student’s roles and responsibilities, how the internship is progressing, and the hours worked for each period.
3. Complete a final paper.
4. Make a final presentation.
5. Complete an internship site evaluation form.

Student Responsibilities:

- The student is responsible for adhering to the policies of the organization/company.
- The student is responsible for adhering to the proper dress code required by the organization/company.
- The student is responsible for transportation.
- The student is responsible for reporting to the organization/company punctually.
- The student will not submit for publication any materials relating to the internship experience without prior written approval of the organization/company.
- The student shall hold all privileged information concerning the operation of the organization/company and/or its customers in strict confidence.
- All international students who hold the F-1 visa should contact the Office of International Services to verify eligibility and immigration compliance.
- At all times, the student must remember that he/she represents Florida Gulf Coast University and its current and future relationships with the organization/company.

Organization/Company:

- The organization/company shall provide the student intern a planned, supervised program of career related experiences.
- The organization/company shall maintain complete records on the student intern's performance and provide an evaluation as required by the university at the conclusion of the internship period.
- The organization/company may request the university to withdraw any student intern from its facilities whose personal characteristics or performance prevent a desirable relationship with the organization/company.
- The organization/company shall permit the inspection of its facilities, student intern records, and such items pertaining to the internship program by the university or agencies charged with the responsibility for accreditation of the academic programs.
- The organization/company shall not take commercial advantage of its affiliation with the university by advertising the relationship in commercial media.
- The organization/company agrees to comply with all Federal and State non-discrimination laws and work cooperatively with the university staff to accommodate student interns who request accommodations due to a disability documented through Florida Gulf Coast University.

Grades of Incomplete: A grade of incomplete may be given out in case of unforeseen emergencies, according to my discretion and in accordance with FGCU guidelines. Poor performance during the semester is not a valid reason for an incomplete. The following is from the FGCU 2019-2020 Academic Catalog:

Incomplete (I) grade. A student who is passing a course but who has not completed all of the required coursework by the end of the term may, with the permission of the instructor, be assigned a grade of I. A grade of I is not computed in a student's GPA.

An incomplete (I) grade cannot be assigned to a course if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the university. A student, who registers for a course

but fails to meet the course requirements, without officially dropping the course, will receive a grade of F in the course.

To initiate consideration for a grade of I, a student must contact the instructor before grades are reported. The decision to award a grade of I is solely the decision of the instructor. Should a professor decide to assign the grade, both the student and the professor must complete and retain a copy of an Incomplete Grade Agreement Form. The maximum amount of time to complete coursework to remove a grade of I is one year from the ending date of the semester for which the grade was assigned or graduation whichever comes first; however, instructors may restrict the amount of time given to the student to complete the coursework. After one year, a grade of I will be changed to an F if the instructor has reported no grade. A student may not re-register for a course in which he or she currently has an incomplete (I) grade. Once an incomplete (I) grade has converted to a failing grade (F), the grade may not be converted back to an incomplete (I) grade or to a regular grade. Exceptions due to university error may be approved by the college Dean (or his/her designee) with supporting justification attached to a change of grade form.

Students approved for reinstatement by the Reinstatement Appeal Committee after the deadline expires are not eligible for the grade assignment of incomplete (I).

University Statements

Academic Dishonesty/Cheating Policy:

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Student Code of Conduct and Policies and Procedures sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>.

University Nondiscrimination Statement:

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.

Disability Accommodations Services:

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

Student Observance of Religious Holidays:

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

Video and Audio Taping of Class Lectures:

Students are not allowed to audio tape or video tape class lectures, unless the student has a documented and disclosed disability and OAS determines that audio or video taping class lectures is the best reasonable accommodation.

Applicable University Resources:

1. FGCU Catalog: <http://www.fgcu.edu/catalog/>
2. FGCU Student Guide Book: <http://studentservices.fgcu.edu/JudicialAffairs/>
3. FGCU Code of Conduct: <http://studentservices.fgcu.edu/JudicialAffairs/>
4. Information on General Education program requirements is available online at: http://www.fgcu.edu/General_Education/index.html
5. Information on integrating service-learning into the course is available online at: <http://www.fgcu.edu/Connect/>
6. Information on distance learning courses is available online at: <http://itech.fgcu.edu/distance/>
7. Information on online tutorials to assist students is available online at: <http://www.fgcu.edu/support/Approved>
8. Information on Canvas is available online at <http://canvas.fgcu.edu/> and <https://fgcu.instructure.com/courses/7692>

Library Resources:

- Main page: <http://library.fgcu.edu/>
Tutorials & Handouts: <http://library.fgcu.edu/RSD/Instruction/tutorials.htm>
Research Guides: <http://fgcu.libguides.com/>
Faculty Support: http://library.fgcu.edu/faculty_index.html
Contact Us: <http://library.fgcu.edu/LBS/about/contactus.htm>

Center for Academic Achievement:

The Center for Academic Achievement (CAA) provides academic support services to all FGCU students. Students can take advantage of our free peer tutoring and Supplemental Instruction sessions for lower-level math and science courses, as well as workshops to facilitate the development of skills necessary for college success. If you would like to participate in any of our programs, learn about tutoring services, or meet with an Academic Retention Coordinator, please visit the CAA in Library 103, call at (239) 590-7906, or visit www.fgcu.edu/caa.

Counseling and Psychological Services (CAPS) provides free counseling and therapy services (including psychiatry) to all FGCU students. Please walk in to the second floor Howard Hall office any weekday between 8:30 and 4:30 to schedule an initial contact appointment. Visit the CAPS website at www.fgcu.edu/caps for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).

Respondus Monitor – Remote, Online Exam Monitoring

In order to protect the integrity of online assessments that are delivered to students off site in a non-proctored location, this course may employ Respondus Monitor technology that will allow for the web-enabled monitoring of exams and quizzes. Students must own a computer device and an associated webcam that meet the minimum requirements of the University's standard remote monitoring system.

Additional information: Respondus Monitor overview: <http://respondus.com/products/monitor/>

Respondus LockDown Browser – Classroom and/or Remote Online Exams ^[SEP]

In order to protect the integrity of classroom or remote online exams, this course may employ Respondus LockDown Browser technology that will allow for the student's temporary restriction to a designated online testing website, disabling the ability to print, copy, access other applications or move to any other URL for the duration of the assessment. This technology may be used on campus in University computer classrooms or for remote delivery of quizzes and exams. [For online classes only:

students must own a computer that meets the minimum requirements of the University's standard lock down browser application.] Additional information: Respondus LockDown Browser overview: <http://respondus.com/products/lockdown-browser/>

Lecture Capture Technology/FGCU Capture – Classroom Recording ^[L]_[SEP]

This course may employ technology that will allow for audio and/or video recording of live classroom sessions. This lecture capture technology is utilized for the sole purpose of enhancing student learning. It may provide for supplemental student instruction via secure links to recorded session(s), the live stream of courses, presentations of off-site guest speakers and/or the delivery of course instruction utilizing “flipped classroom” methodologies. Student questions and/or comments may be included as a part of any session being recorded. See FGCU-CAPTURE for additional details

<http://aets.fgcu.edu/fgcucapture.asp>