

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

FSMA 480 – FINANCE INTERNSHIP

CIP Code: 52.0807

For assistance determining CIP Code, please refer to this webpage

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?v=55>

or reach out to Sarah Todd at todds@canton.edu

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**SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS DEPARTMENT**

FALL 2024

A. **TITLE:** Finance Internship

B. **COURSE NUMBER:** FSMA 480

C. **CREDIT HOURS:** 15 weeks; minimum of 3 hours per week for each credit registered (6-15 credits), Upper Division

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** (15 weeks)

F. **SEMESTER(S) OFFERED:** Both, Fourth Year

G. **COURSE DESCRIPTION:** Financial service internship is a culminating experience in which the student will be expected to integrate and apply concepts gained in previous course work to actual financial service area. In conjunction with a field supervisor at the host organization, the student performs prescribed work within an administrative setting. The internship is tailored to the individual student's career interests and the needs of the supervisor and supervising organization. Such internship assignments may include, but are not limited to, information gathering, analysis, planning, implementation, evaluation, and other tasks and responsibilities as required by the sponsor. This course can be taken multiple times up to a maximum of 15 credit hours.

H. **PRE-REQUISITES/CO-COURSES:**

a. Pre-requisite (s) - Senior status in the Financial Services program, FSMA 429, or permission of instructor.

b. Co-requisite (s): None

c. Pre- or co-requisite (s): None

I. **STUDENT LEARNING OUTCOMES:**

<u>Course Student Learning Outcome [SLO]</u>	<u>PSLO</u>	<u>GER</u>	<u>ISLO</u>
a. Synthesize the knowledge gained in the classroom and apply it to actual business situations in a structured business environment	1	None	2 [CA]
b. Complete specific assignments and responsibilities that may include, but are not limited to, information gathering, analysis, planning, implementation, and evaluation, with the expectation that they will be accomplished, as directed, in a timely and professional manner	5	None	2 [IM]
c. Participate actively in multiple and diverse levels of the internal business organization and management structure	4	None	4 [T]
d. Interact with external customers, service providers, and other stake holders of a financial service company	4	None	2 [IA]
e. Become employed, upon graduation, with the internship sponsor or a similar business organization, in the financial services industry	5	None	5

KEY	<u>Institutional Student Learning Outcomes [ISLO]</u>
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	<u>1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA] , Inquiry & Analysis [IA] , Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. APPLIED LEARNING COMPONENT: Yes ___X___ No _____

K. TEXTS:

Optional; some texts may be specific to and required for the internship by the sponsor.

L. REFERENCES:

As appropriate, at the internship site, e.g., Wall Street Journal, Standard & Poors Reports, Edgar, Bloomberg Financial Service, Reuters News Services.

M. EQUIPMENT: Any that may be specifically required by the internship sponsor in addition to SUNY e-mail address and access to internet service, as appropriate for communication and progress reporting on internship experience; word processing for journal and portfolio of internship experience.

N. GRADING METHOD: Pass / Fail

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

- Weekly Report 20%
- Portfolio and Report 30%
- Field Evaluation 30%
- Presentation 20%

P. DETAILED COURSE OUTLINE:

PART I. WEEKLY REPORT

- A. Duty description.
- B. Training description.
- C. Work performed
- D. Other sponsor-related experiences and activities in which intern engaged.

PART II. PORTFOLIO AND REPORT FROM STUDENT INTERN

- A. Internship assignments and responsibilities
 1. Detailed description and explanation.

2. On the job work tasks and experiences.
 3. Professional accreditation and/or certifications, if applicable.
- B. Relevant exhibits and illustrations, if applicable.
- C. Observations and report summarizing internship experience.
1. Narrative report of overall internship experience.
 2. Description of sponsor organization including: industry, market, products or services, size, location.
 3. Narrative report of individual's experience and attainment, or not, of desired outcomes and goals.

PART III. FIELD EVALUATION

- A. Assessment of weekly progress reports from student intern.
1. Duties, responsibilities, experiences.
 2. Internal/external communications.
 3. Overall value assessment of experience.
- B. Field Evaluation by faculty member
1. Professional skills utilized, e.g. accounting, financial analysis, technology.
 2. Field skills utilized, e.g. group cooperative effort, individual assignments, inter-group and/or intra-group liaison and communication.

PART IV. SEMINAR

- A. Oral presentation by interns.
1. Description of sponsoring organization or firm.
 2. Job description; duties, responsibilities.
 3. Critique of experience; positive and negative aspects of internship experience.
- B. Audience, program director, and participant questions and responses

Q. LABORATORY OUTLINE: None