A. **TITLE:** Orientation to Culminating Experience
B. **COURSE NUMBER**: FSMA 429

C. **CREDIT HOURS**: (1), Upper Division

D. **WRITING INTENSIVE COURSE**: No

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

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

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY**: A total of 15 lecture hours

H. **CATALOGUE DESCRIPTION**: This course is intended as the precursor to the senior culminating experience in the Financial Services bachelor’s program. Seniors meet with faculty on a weekly basis to discuss resume preparation, job interviewing techniques, identifying and securing internships, and internship requirements. This course is a pre-requisite to FSMA 480 Internship in Financial Services.

I. **PRE-REQUISITES/CO-COURSES**: Senior status in Financial Services program.

J. **STUDENT LEARNING OUTCOMES**: By the end of this course, students are able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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<tr>
<td>a. Prepare an appropriate resume for job searches and interviews in the financial service industry</td>
<td>1. Communication Skills</td>
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<tr>
<td>b. Successfully complete a job search interview</td>
<td>2. Crit. Thinking</td>
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<td>c. Identify appropriate mentorship opportunities in the Financial service industry that is commensurate with the student’s area of interest</td>
<td>2. Crit. Thinking</td>
</tr>
<tr>
<td>d. Complete an internship agreement with an organization in the financial service industry</td>
<td>2. Crit. Thinking</td>
</tr>
<tr>
<td>e. Demonstrate knowledge of the criteria necessary to successfully complete the culminating experience</td>
<td>3. Prof. Competence</td>
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K. **TEXTS**: Not applicable

L. **REFERENCES**: Not applicable

M. **EQUIPMENT**: Technology enhanced classroom and computer internet access.

N. **GRADING METHOD**: A-F

O. **MEASUREMENT CRITERIA**: 
P. **DETAILED OUTLINE:**

**PART I: PURPOSE AND RATIONALE FOR THE CULMINATING EXPERIENCE IN FINANCIAL SERVICES**
- A. History of senior internships
- B. Case studies of successful internships
- C. Discussion of student’s expectations from internships
- D. Discussion of potential for employment as result of the internship

**PART II: RESUME DESIGN AND PREPARATION**
- A. Styles of resumes
- B. The curriculum vitae
- C. Resume drafting and critique
- D. Resume preparation software and other resources
- E. Preparation of the final resume

**PART III: PREPARATION AND STUDY FOR JOB SEARCH INTERVIEWS**
- A. Objective of interview
- B. Practice interview
- C. Critique of interview

**PART IV: RESEARCH AND IDENTIFICATION OF POTENTIAL INTERNSHIP SPONSORS**
- A. Identification of student’s special interest areas
- B. Identification of potential financial industry sponsors

**PART V: INTERNSHIP AGREEMENTS**
- A. Culminating experience contract
- B. Culminating experience outcomes and expectations
- C. Drafting the internship agreement

**Q. LABORATORY OUTLINE:** None