

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



MASTER SYLLABUS

FSMA 429 - ORIENTATION TO CULMINATING EXPERIENCE

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**: Orientation to Culminating Experience

B. **COURSE NUMBER**: FSMA 429

C. **CREDIT HOURS**: A total of 15 lecture hours (1 credit)

D. **WRITING INTENSIVE COURSE**: No

E. **GER CATEGORY**: None

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

G. **COURSE 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.

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

a. Pre-requisite (s) - Senior status in Finance Program.

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. Prepare an appropriate resume for job searches and interviews in the financial service industry	4	None	1 [W]
b. Identify appropriate mentorship opportunities in the Financial service industry that is commensurate with the student's area of interest	4	None	2 [CA]
c. Complete an internship agreement with an organization in the financial service industry	4	None	1 [W]
d. Demonstrate knowledge of the criteria necessary to successfully complete the culminating experience	4	None	1 [W]

KEY	<u>Institutional Student Learning Outcomes [ISLO 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 ___ No _____

K. TEXTS:
Not applicable

L. REFERENCES:
Not applicable

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

N. GRADING METHOD: A-F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:
Seminar assignments

P. DETAILED COURSE 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