

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



COURSE OUTLINE

FSMA 429 - ORIENTATION TO CULMINATING EXPERIENCE

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SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS DEPARTMENT

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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:

<i><u>Course Objective</u></i>	<i><u>Institutional SLO</u></i>
a. Prepare an appropriate resume for job searches and interviews in the financial service industry	1. Communication Skills
b. Successfully complete a job search interview	2. Crit. Thinking
c. Identify appropriate mentorship opportunities in the Financial service industry that is commensurate with the student's area of interest	2. Crit. Thinking
d. Complete an internship agreement with an organization in the financial service industry	2. Crit. Thinking
e. Demonstrate knowledge of the criteria necessary to successfully complete the culminating experience	3. Prof. Competence

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:

- Seminar assignments

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