

# Colorado State University

## Finance & Real Estate Internship Programs

The Finance Internship Program is designed to provide a method for obtaining valuable work experience that integrates with classroom learning. It is intended to allow the student to undertake professional level challenges along with encountering an organization's corporate culture. The internship experience is also intended to help students gather information to help guide their career decisions. In order to obtain credit for an internship in the Department of Finance and Real Estate, all the following requirements must be met:

### ***Prior to the Internship:***

Declared Finance or Real Estate Concentration in the Finance & Real Estate Department at CSU, College of Business.

Junior or Senior status.

Must have successfully completed FIN300.

Must have a completed resume approved by the Internship Coordinator.

### ***After the Internship is obtained:***

Must meet with your academic adviser to enroll into FIN 487 to receive academic credit. (Max. 3 semester credits).

(Must enroll before the final add date to avoid late charges)

Must have the Employment Form completed and returned to Internship Coordinator.

The Department of Finance and Real Estate at Colorado State University has developed an internship program for students who have met the above requirements. Once a student has been accepted for the program, he or she will enter into an agreement with the Department of Finance and Real Estate and the employer. The agreement (below) will stipulate the duties, responsibilities, and requirements of both the student/intern and the employer.

The student will be expected to work a minimum of 50 hours per academic credit hour, not to exceed the maximum of 150 hours (3 semester credits). The student may participate in the internship program through either a paid or unpaid internship.

The student will submit a formal report to the Internship Coordinator no later than the last week of classes of each semester during which the student expects to receive credit. The report must be 2 pages typed and will include a summary of activities, responsibilities, and duties carried out throughout the internship. In addition, the employer will provide an evaluation of the intern, either written or verbal, to the Internship Coordinator. Finally, a thank you letter must be written to the employer and a copy given to the Coordinator. FIN 487 (Internship) is graded on a "Pass" or "Fail" basis determined solely by the Internship Coordinator.

**Colorado State University  
College of Business  
Department of Finance and Real Estate  
Internship Agreement**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student email address: \_\_\_\_\_

Student Phone number: \_\_\_\_\_

Academic Advisor Name: \_\_\_\_\_

Academic Advisor email address: \_\_\_\_\_

**To be completed/ initialed by the student intern:**

1. I am a junior or senior at Colorado State University. \_\_\_\_\_ (initial)
2. I have declared \_\_\_\_\_ (Finance or Real Estate) as my concentration. \_\_\_\_\_ (initial)
3. I have successfully completed FIN300 (formerly BF300) \_\_\_\_\_ (initial)
4. I am registering for \_\_\_\_ (0, 1, 2 or 3) credits in \_\_\_\_\_ (FIN 487 or REL 487) and will work 50 hours per credit hour earned. \_\_\_\_\_ (initial)
5. I am registering for the \_\_\_\_\_ (Fall, Spring, or Summer) semester of \_\_\_\_\_ (year) and I understand that I must work the internship hours during the above semester for which I am registered \_\_\_\_ (initial). No internship credit may be earned retroactively.

**To be completed/ initialed by the student intern and employer where applicable:**

Sponsor Organization or Business: \_\_\_\_\_

Department name: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Internship Employer Contact Name: \_\_\_\_\_

Employer Contact email address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, employer, and \_\_\_\_\_, employee, student with a Concentration in Finance at Colorado State University.

1. The employee's hours will be \_\_\_\_\_ per week, at a salary of \$\_\_\_\_\_ (IF no pay, so indicate)
2. The intern will be employed with the above stated employer from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_.
3. The intern is anticipated to have the following primary responsibilities (**give a brief description of the expected work that will earn internship credit below**):

4. The employee is to serve in the capacity of an intern with the general responsibilities consistent with the purpose of the internship program as agreed upon by the Internship Coordinator and employing firm.
5. The student employee is required to submit a final evaluation to the Internship Coordinator.
6. The employing firm will submit to the Internship Coordinator verification that the student intern has worked the required number of hours.
7. In consideration of the mutual promises contained herein, the employee agrees to work for and in the service of the employer under the terms and conditions agreed upon.

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Date)

8. In consideration of the mutual premises herein contained, the employer agreed to employ the intern under the terms and conditions agreed upon.

\_\_\_\_\_  
(Employer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Internship Coordinator)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chair of Department)

\_\_\_\_\_  
(Date)