

FINANCE INTERNSHIP FINANCE 393

Internship Coordinator: Mary Ann Hocter
mhocter@depaul.edu

Office hours by appointment

The Finance Internship (FIN 393) is an elective finance course offered to undergraduate students who are declared Finance Majors. You **MUST** include an unofficial transcript with your application.

Students interested in FIN 393 must complete an Application for the Department of Finance Internship. This can be obtained from the Finance Department office. It may be returned to the Finance Department office or emailed to the internship coordinator at mhocter@depaul.edu. Applicants must 1.) be declared Finance majors, 2.) have a cumulative DePaul GPA of 2.8 at the time of application, and 3.) have completed the prerequisite course of **FIN 310**.

Once the student is approved by the Internship Coordinator, he will be notified by the Internship Coordinator by email. Then the intern will be able to register for the class through Campus Connect.

Internships should be found independently. DePaul's Career Center has many resources to assist students in this search including Alumni Sharing Knowledge and the Experience job posting system. Please contact the Finance Department internship coordinator at mhocter@depaul.edu if you are not having success in an independent search.

The student must spend 12 hours per week for the 10 week quarter at the internship firm. A flexible schedule is worked out between the intern and the supervisor. The internship may be compensated, but students are required to pay tuition for this course.

In addition, interns will meet with the internship coordinator as a group once during the quarter. The class schedule will be determined in the syllabus, which will be emailed to the student upon approval for the course. Student deliverables will include a brief paper on the intern's firm and its industry position, and a research paper which will focus on a topic of interest to the intern's firm. In addition, students will be evaluated on their performance in the internship by their supervisor.

For further information, contact Mary Ann Hocter at mhocter@depaul.edu or the Department of Finance Front Desk at financefrontdesk@depaul.edu at 312-362-8826.

APPLICATION FOR DEPARTMENT OF FINANCE INTERNSHIP
 (Return to Department of Finance, DPC Suite 5500, OR mhocter@depaul.edu)

Name _____ DPU ID# _____
 Address _____ Home Ph. _____
 _____ Work Ph. _____
 City State Zip
 Email: _____
 PRINT CLEARLY

I am a declared FINANCE major ____ yes ____ no
Please attach an unofficial transcript with your application.

Check One Below
 FIN 393 Taken For: FINANCE ELECTIVE__ or EXPERIENTIAL LEARNING__

Quarter Preference: (Rank 1st, 2nd, 3rd, etc.)
 Fall _____ Winter _____
 Spring _____ Summer _____
 Expected Graduation Mo./Year _____

Check One Below:

____ I have an internship (please attach description of hours and responsibilities)

Firm Name: _____
 Address _____
 Supervisor _____
 Phone Number _____
 Email _____

____ I need help finding a Finance Internship

Finance Classwork Completed:

List all Finance courses completed at DePaul including current courses.

Course	Grade	Instructor
Finance 310*	_____	_____
Finance 311	_____	_____
Finance 320	_____	_____
Finance 330	_____	_____
Finance 350	_____	_____
_____	_____	_____
_____	_____	_____

*Prerequisite course—do not ask for waiver; it can not be granted.

Overall DePaul GPA _____

Attach a page describing your PC experience—list all software and evaluate your proficiency.
 Rev. 8/2017