



FIN 488 Supplemental Application Form

Students applying for FIN 488 must complete this supplemental form along with the School of Business Internship Approval & Enrollment Form. Please read the guidelines carefully and ensure you qualify for FIN 488. If you do not qualify, you are eligible to apply for GBA 488. Any questions contact the Internship Coordinator, Amanda Russell at ambarto@siue.edu.

Supplemental Information:

Name: _____ Student ID: _____ Application Term: _____

FIN 420 Complete: Yes ___ No ___ In Progress ___ Grade: ___

FIN 430 Complete: Yes ___ No ___ In Progress ___ Grade: ___

Guideline for Students planning to take FIN 488

FIN 488 helps student working at a sponsoring organization to gain experience. It is expected to be an opportunity to apply theories and knowledge gained from our finance curriculum. Well-designed internship program helps with a successful finance career in the long run.

To ensure that students are better prepared for the internship position, finance faculty provide the guideline for you to consider before application.

The general requirements for students are:

- 1) Students should have completed FIN 420 OR FIN 430 with at least a B.
- 2) Students are suggested to finish finance courses related to the career goal listed on the application.
- 3) Students need to check related finance electives in that semester and faculty may give preference to the finance elective because of the importance of the topic to the career goal of the student.

The general criteria for a qualified application are:

1. The sponsoring organization is well-established in the specific industry, and it should have good reputation in providing internship opportunities.
2. The student is responsible for providing supplementary documents about the sponsoring organization and the specific internship position including introduction of the organization, description of the internship position, working schedule, duties, and responsibilities, etc.
3. The student needs to write the application form with professional language. Grammar errors are not acceptable. For the sections of the list of job duties related to major and explanation of how internship relates to career goal/interests, student can add extra pages if the space is not enough.

Organization Information:

Provide supplemental documents or type up the following on the next page to include with your application. Must include:

- Introduction of the organization
- Description of the internship position (recommend using internship posting or position description)
- Work schedule including days/times
- Duties and responsibilities



Introduction of the Organization

Description of the Internship Position

Work Schedule (Days/Times)

Duties and Responsibilities