

Congratulations On Your Finance/Financial Planning Internship! Want To Earn DLE Credit?

A Discovery Learning Experience (DLE) is discovery-based and experiential learning that involves instructional experiences out-of-class and beyond typical curriculum courses. These enrichment experiences exist for students under the supervision of a faculty member. UD students must register and successfully complete at least 3 credits of DLE. **FINC364: Finance In Practice is a 3 credit course designed to enable students to receive DLE credit for an internship in the field of Finance or Financial Planning.**

If you are a Finance or Financial Planning major and are planning on serving an internship to earn DLE credit, please be aware that you must have passed FINC311 with a C- or better BEFORE you begin the internship. In addition, your internship should provide you with the opportunity to employ skills and knowledge you have gained from Finance/Financial Planning courses you have taken. Also, you must serve a minimum of 120 hours and follow the steps listed below in order to earn academic credit for your internship.

What is an internship?

An internship is a paid or unpaid work experience that also has academic value in one's program of study. Under the guidance of experienced practitioners, Finance/Financial Planning interns apply the skills and theories learned in the classroom to real-world issues. By providing an opportunity to observe and participate in the practical application of theories, concepts and techniques taught in finance classes, the internship will help prepare the student for his or her chosen profession.

What is a successful internship?

Successful internships can be found in diverse settings and involve widely varying projects and assignments. All successful internships, however, share three traits:

- The host organization receives significant assistance as a result of the intern's contributions.
- The site supervisor provides feedback about the intern's performance and potential career path.
- The intern is challenged to develop professional skills, knowledge, and ability.

To earn academic credit for your internship which will fulfill the DLE (Discovery Learning Experience) requirement, you must follow these steps BEFORE STARTING THE INTERNSHIP:

1. Complete FINC311 with a C- or better.
2. Complete the Discovery Learning-Internship Agreement and get the signature of your on-site supervisor.
3. **Scan and email completed Agreement to Dr. Fei Xie at xief@udel.edu**
4. **Once your Agreement has undergone faculty review, you will receive an email if further information is needed. Once approved, the department will then register you for FINC364: Finance in Practice (3 credits).** You will be registered for the course in the semester after your internship ends. If your internship is completed during the summer, you will be registered for FINC 364 in the following fall semester. **You will receive an email from the instructor with course details following the drop/add period.**

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UNIVERSITY OF DELAWARE
ALFRED LERNER COLLEGE OF BUSINESS & ECONOMICS
Department of Finance

Discovery Learning — Internship Agreement

Scan and email to Dr. Fei Xie at xief@udel.edu

This agreement must be completed before a student can be registered for FINC 364: Finance in Practice. Without this agreement, credit will not be awarded. In addition, students must have taken FINC311 and earned a C- or better BEFORE beginning the internship.

The student, the internship site supervisor and the Department of Finance must sign this agreement before the start of a 120-hour (minimum) internship. Successful completion of FINC 364, for which the student will earn 3 credits, will satisfy the University Discovery Learning Experience requirement (DLE).

Name (Last, First, M.I) _____ UD ID: _____

Current Local Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Email: _____

Semester of Registration for FINC364: _____

Internship Start Date: _____ End Date: _____

Schedule (days/hours of work): _____

Company/Organization of internship: _____

Site Supervisor's Name: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

Description: (Be as detailed as possible; attach extra sheets if needed)

Rationale: (How does this experience fit into your overall academic/career goals?)

Learning: (What do you expect to learn from this experience?)

Student Signature

Date

On-Site Supervisor Signature

Date

Department of Finance Faculty Signature

Date