

**Fall Semester  
2007**

*Important!*

*Website with detailed instructions for registration in the internship courses:*

<https://zicklin.baruch.cuny.edu/faculty/economics/resources/internships.html/>

*The last day for registration in the internship course for Fall 2007 semester is  
September 26, 2007.*

**The Internship Courses  
in Economics and Finance:  
BUS 3001, 3002, and 3003  
ECO 5010 and 5011  
FIN 5610 and 5611**

**The Department of Economics and Finance  
Zicklin School of Business  
Baruch College  
The City University of New York**

## Contents

	<b>Page</b>
<b>1. About the Internships</b>	<b>1</b>
<b>2. The Internship Course Descriptions</b>	<b>1</b>
<b>3. The Courses and Requirements in Brief</b>	<b>2</b>
<b>4. Checklist of Key Requirements for Internships in Finance and Economics</b>	<b>3</b>
<b>5. Important Facts about the Internships</b>	<b>4</b>
<b>6. Registration Procedures</b>	<b>4</b>
<b>7. Special Considerations for International Students</b>	<b>5</b>
<b>8. FAQs</b>	<b>5</b>
<b>9. The Faculty Internship Coordinators</b>	<b>6</b>

## 1. About the Internships

Students majoring in finance and economics may take internships for College credit. These internships are semester-long periods during which students work in a firm that coordinates with the College to provide employment opportunities in areas related to their majors.

The internships require students to provide a current resume and to interview with the firm. The Career Development Center (CDC) helps students prepare for the interviews, and provides a lot of information on how to search for one. They maintain a very helpful website:

<http://www.baruch.cuny.edu/careers/students/employment/internships.htm>

If a student has been offered an internship and wants to earn academic credit for it, he or she must register for one of the courses, BUS 3001, 3002, or 3003, FIN 5610 or 5611, or ECO 5010 or 5011. Details of the course options are described in the table below, and more fully in the following section.

## 2. The Internship Course Descriptions

### **BUS 3001, 3002, and 3003 Internship for Juniors and Seniors**

BUS 3001-3003 give credit (1 credit each, to a maximum of 3 credits) to students who work a minimum of 10 hours per week for 15 weeks in an area related to their major specialization. Grades are on a pass/fail basis.

### **FIN 5610-5611 Internship in Finance I and II**

15-20 work hours/week; 3 credits each

Students work in a supervised internship in finance. Students are required to write a series of reports on their internship duties and progress, and a term report in which they analyze in detail an aspect of their work that relates closely to their academic studies in finance. Open only to seniors who are majoring in finance; who are in good academic standing; and who obtain permission of the department. These courses count as free electives, and may not be included in the 24-credit major in finance.

Prerequisite: Senior Status.

### **ECO 5010-5011 Internship in Economics I and II**

15-20 work hours/week; 3 credits each

Students work in a supervised internship in economics. Students are required to write a series of reports on their internship duties and progress, and a term report in which they analyze in detail an aspect of their work that relates closely to their academic studies in economics. Open only to seniors who are majoring in economics; who are in good academic standing; and who obtain permission of the department. These courses count as free electives, and may not be included in the 24-credit major in economics.

Prerequisite: Senior Status.

### 3. The Courses and Requirements in Brief

	<b>BUS 3001, 3002, and 3003</b>		<b>FIN 5610 and 5611</b>		<b>ECO 5010 and 5011</b>
<b>Who is eligible?</b>	Students admitted to the Zicklin School who are majoring in finance and economics and in good academic standing.  Weissman students majoring in economics and in good academic standing.		Students admitted to the Zicklin School who are finance majors and in good academic standing		Students admitted to the Zicklin School who are finance majors and in good academic standing.  Weissman students majoring in economics and in good academic standing.
<b>Open to Juniors or Seniors?</b>	Open to juniors and seniors		Open only to seniors		Open only to seniors
<b>Open to finance or economics majors?</b>	Open to economics and finance majors		Open to finance majors		Open to economics majors
<b>Minimum/Maximum no. of weeks per semester</b>	12 – 14		12 – 14		12 – 14
<b>Minimum/Maximum no. of hours per week – Unpaid internships</b>	10 – 15 hours (about 2 days per week)		15 – 20 hours (about 3 days per week)		15- 20 hours (about 3 days per week)
<b>Minimum--Maximum no. of hours per week – Paid internships</b>	10 – 20 hours		15 – 20 hours		15 - 20 hours
<b>No. of credits for each course</b>	1		3		3
<b>Grading</b>	Pass/Fail		Letter grades: A-D, F		Letter grades: A-D, F
<b>Basic course requirements at Baruch</b>	Series of written reports. Specifics will be posted on Blackboard		Series of written reports and a term paper. Specifics will be posted on Blackboard		Series of written reports and a term paper. Specifics will be posted on Blackboard

#### 4. Checklist of Key Requirements for Internships in Finance and Economics

<p><b>Are you in good academic standing? (Is your GPA 2.0 or higher?)</b></p>	<p>You must be in good academic standing. If not, then you are not eligible to register for any of the internship courses.</p>
<p><b>Are you a finance major or an economics major?</b></p>	<p>If not, you must find an internship in your own major. The following guidelines do not apply to you.</p>
<p><b>Are you a freshman or a sophomore?</b></p>	<p>If so, you may not take an internship for credit through the Zicklin School. However, once you have earned junior status, then you may do so, as long as you meet all of the other requirements.</p>
<p><b>Are you a junior majoring in finance?</b></p>	<p>You must already have been admitted to the Zicklin School. You may register for BUS 3001 or 3002.</p>
<p><b>Are you a senior majoring in finance?</b></p>	<p>You must already have been admitted to the Zicklin School. If you are a senior, then you may register for BUS 3001, 3002, 3003, or FIN 5610, 5611.</p>
<p><b>Are you a junior majoring in economics?</b></p>	<p>Zicklin students majoring economics will earn a BBA degree. Weissman students majoring in economics will earn a BA degree. If you are a junior majoring in economics for either the BBA or the BA degree, then you may register for BUS 3001 or 3002. <i>You must have formally declared economics as your major.</i></p>
<p><b>Are you a senior majoring in economics?</b></p>	<p>If you are a senior majoring in economics for either the BBA or the BA degree, then you may register for BUS 3001, 3002, 3003, or ECO 5010, 5011. <i>You must have formally declared economics as your major.</i></p>
<p><b>Are you an International Student?</b></p>	<p>If so, you need to inform the ISSC of your internship, whether the internship is paid or not. You may have earlier cutoff dates for registration than other students. You must take the internship during the same time as the semester.</p>

## 5. Important Facts about the Internships

- A student may take at most 6 credits in the form of internships during their entire time at Baruch.
- The internship credits may not be applied to the finance or economics major, but must be counted as free elective requirements in the BBA or BA degree program.
- There are course assignments. For BUS 3001, 3002, and 3003, students must write a series of reports. For FIN 5610-5611 and ECO 5010-5011, students must write a series of reports as well as a term paper. One of these reports will be an overall evaluation of the student's internship experience. Specifics will be provided at the beginning of each semester via the Blackboard website for the course.
- Internships for the Summer Sessions have special minimum and maximum hours that are different than those in the Fall and Spring semesters:

These may be a minimum of 10 hours per week to full-time.

For international students, internships registered for the first summer session (Summer Session I) can be extended to run for 12 weeks if accompanied by a letter to the International Student Services Center indicating that the student will be supervised through the entire 12 week period.

For other students, internships registered for the first summer session (Summer Session I) can be extended to run for 12 weeks with the permission of the internship coordinator.

- Internships may be paid or unpaid. In the great majority of cases, students with unpaid internships are required by their employing firms to take one of the internship courses for academic credit.

## 6. Registration Procedures

The Department of Economics and Finance outlines the twelve steps needed to register for an internship course for credit on this website:

<https://zicklin.baruch.cuny.edu/faculty/economics/resources/internships.html/>

Students should print out a copy of these procedures because the process involves several different steps and forms. Students should make their employers aware of this website because it contains information of relevance to them, as well as a link to an evaluation form that they must complete at the end of the student's internship.

## 7. Special Considerations for International Students

F-1 international students are permitted to apply for a paid internship through a program called Curricular Practical Training (CPT). For CPT, you must register for an internship course at Baruch. You will receive college credit(s) for the internship course and can be paid by the company. *Please note that you must be in F-1 status for specified minimum length of time to be eligible for CPT.* Be sure to visit the International Student Service Center (ISSC) in advance to find out the steps you must follow to qualify for CPT. Be aware that there are special deadline dates for each semester to apply for CPT. For more information, please visit this website:

<http://www.baruch.cuny.edu/issc/index.html>

International students *must* receive credit at the same time that they are working in their internships. A student must be registered for fall and working during the fall semester (and the same for the spring semester). A student cannot register late in the fall and continue working at the internship after the semester ends. Students will not be able to register after deadlines. For Fall Semester 2007 the deadline is September 26. Beginning a placement after these deadlines, by and large, does not permit the student to complete the hours necessary for the internship if he or she is carrying a full-time course load.

Internships, or Curricular Practical Training, do not detract from the one year of Optional Practical Training after graduation *unless* the student performs more than one year of full-time Curricular Practical Training.

## 8. FAQs

How late in the semester may I register for an internship?

For the Fall 2007 semester, the cutoff date is September 26.

What if I don't submit all of the required reports?

You will need to make a special arrangement with the internship coordinator to submit a different, usually more comprehensive, report on the internship and how it relates to your major.

May I do two internships simultaneously for credit?

No, this is not allowed. You may only register for BUS 3002 after a grade has been submitted for BUS 3001. The same applies to FIN 5610 and 5611.

May I take an internship in the summer?

Yes. You may register for one of the courses in the first summer session, and with the agreement of an internship coordinator, your internship can be extended for the whole summer. International Students also need a letter addressed to the International Student

Services Center stating that you will be working under the supervision of an academic advisor for the entire period.

I got my internship through the Weissman Center. Do I still need to bother with the 12-step registration process?

Yes! All students must register using the procedures outlined here in this document, and provided in detail in the internship website.

What if I start an internship but I get an offer for another internship that I would rather take?

Once you accept an internship, you have made a firm commitment to your employer that you will work there for the agreed-on period. You should understand that you have made a major commitment, and that the employer is counting on you to keep your word. If you leave an internship prematurely, it reflects poorly on you – and on Baruch College.

What if I start an internship but I'm not learning anything?

You should first work with your employer and explain that as a student, you are working for free (if unpaid) and for academic credit. It is his or her obligation to include in your internship a meaningful learning experience. You may want to contact Ms. Krasna in the CDC for guidance on how to approach these issues.

What if I am so unhappy that I have decided to give up the internship, no matter what?

If you feel that you have no choice, you should explain to your employer why you feel that you cannot continue with the internship. At that point, you should ask for a “release” from him or her. This should be a written letter addressed to your internship coordinator stating that he (the employer) releases you from the internship.

What if my employer fires me before the full 14 weeks I expected to work at that firm?

This is unfortunate – and doesn't happen very often – but it does happen sometimes. Immediately contact Ms. Heather Krasna in the CDC for advice. If at all possible, she will try to help you find another internship. Failing that, contact your internship coordinator.

## **9. The Faculty Internship Coordinators**

Professor Ashok Vora

Professor Gwendolyn Webb

Finance and Economics Internship Assistant: Name and hours to be designated.