

# Premier Finance Internship Expectations and Responsibilities

## Department of Finance Premier Internship Program (FPIP)

### Responsibilities of the Employer/Sponsor

- Define the duties and responsibilities of the internship position. These carefully planned work assignments should be clearly illustrated to the student and provide significant professional experience and/or training. Students should be provided with increasing responsibility as they progress through the program.
- Supervise the work of the student in a manner that provides learning value to the experience. Provide a staff member to assume responsibility for direct supervision of the student and implementation of the program.
- Explain work rules and standards of conduct clearly to the student. A company orientation is encouraged as well as inclusion in as many company functions as possible.
- Maintain communication with the Department of Finance Program Coordinator to provide feedback on student progress. If appropriate, coordinate a site visit opportunity for Program Coordinator.
- Complete evaluation forms available at the Department Internship Web site at the middle and end of the internship. Discuss the results with the students.

### Responsibilities of the Program Coordinator

- Recruit qualified finance major seniors and provide resumes to sponsors in advance of semester, as possible.
- Assist students with any questions regarding the professional work environment and proper business etiquette and standards.
- Assist employers/sponsors with any questions regarding relevance of internship duties and tasks assigned to interns.
- Maintain contact with the employer periodically to assess current and upcoming needs.
- Serve as a liaison between faculty, student and employer to solve any concerns or problems that may arise to ensure program success.

### Responsibilities of the Student

- Recognize that you are representing the Eller College to the community.
- Submit cover letters and current resume to the Program Coordinator.
- Maintain contact with the Program Coordinator if contacted by an employer for an interview or if offered a position. Notify the Program Coordinator if any discrepancies or problems arise while in the work assignment.
- Complete required academic assignments in order to receive [academic internship credit](#).
- Understand and adhere to the company's policies and procedures.
- Fulfill arrangements made with the company in regard to hours worked per week and length of work assignment.
- Follow-up at the end of the internship to give feedback on the program and to highlight your experience to other students.