

## FINANCE INTERNSHIP FINANCE 393

**Internship Coordinator: Mary Ann Hocter**

**[mhocter@depaul.edu](mailto: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.

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](mailto: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 courses of **FIN 311, FIN 320 and FIN 330**. In addition, for Real Estate related internships, completion of FIN 350 is required.

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 may be found independently or sourced through the Internship Coordinator. Internships available through the Internship Coordinator are primarily real estate related or Financial Planning/Wealth Advisor positions at firms such as Morgan Stanley, Wachovia Securities and Merrill Lynch. Students requesting assistance in placement should have a resume prepared and should apply at least 6 weeks prior to the beginning of the quarter. Background checks and fingerprints may be required and may take 6 weeks to complete before the intern can be "hired" by the financial firm.

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. Internships sourced by the internship coordinator at DePaul are not compensated.

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 10-15 page 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](mailto:mhocter@depaul.edu) or the Department of Finance Secretary at 312-362-8826.

**APPLICATION FOR DEPARTMENT OF FINANCE INTERNSHIP**  
 (Return to Department of Finance, Suite 6100 DPC, OR [mhocter@depaul.edu](mailto:mhocter@depaul.edu)  
 OR by fax to 847-835-4341)

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

|   |
|---|
| Check One Below<br>FIN 393 Taken For: FINANCE ELECTIVE__ or EXPERIENTIAL LEARNING__ |
|---|

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

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|---|
| <p><b>Check One Below:</b></p> <p>___ I have my own internship (please attach description of hours and responsibilities)<br/>         Firm Name: _____<br/>         Address _____<br/>         Supervisor _____<br/>         Phone Number _____</p> <p>___ I need help finding a Finance Internship</p> <p>Preference: ___ Real Estate Finance/Consulting (Prerequisite class FIN 350)<br/>         ___ Financial Planning/Wealth Advisor</p> |
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**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 waivers; they will not be granted.

Overall DePaul GPA \_\_\_\_\_

Attach a page describing your PC experience—list all software and evaluate your proficiency.