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INTERNSHIP / FINANCE
XAVIER UNIVERSITY

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WCB MISSION:
We educate students of business, enabling them to contribute to organizations and society, consistent with the Jesuit tradition.

COURSE DESCRIPTION:
An elective cooperative where students earn academic credit while performing approved finance-related work experience.

EVALUATION:
Your grade will be based on the following two evaluations:
1. Weekly Journal and Internship Assessment – 50%.
2. Final Evaluation from your employer – 50%.
3. Grades are assigned according to the following scale:

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<th>Range</th>
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<tr>
<td>94 – 100%</td>
<td>A</td>
<td>77 – 79%</td>
<td>C+</td>
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<td>90 – 93%</td>
<td>A-</td>
<td>74 – 76%</td>
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<tr>
<td>87 – 89%</td>
<td>B+</td>
<td>70 – 73%</td>
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ASSESSMENT AND JOURNAL REQUIREMENTS
1. DUE via email by AUGUST 1, 2018 at 5:00 p.m. Failing to turn in the Journal and Assessment by the deadline could result in a failing grade and therefore no credit hours for the co-op.
2. The Journal will be an informal documentation of your co-op observations recorded on a weekly basis.
3. The Assessment should be 5-7 pages in length, double spaced with 12pt. font. The Assessment needs to address all items below and be in paragraph format:

Part I. Organizational Background
A. Name of the organization.
B. Type of organization (C corporation, S corporation, Partnership, LLC, Sole Proprietorship, Government Agency, Nonprofit, etc.)
C. Mission of the organization. (Consider the question - Why do they exist?)
D. Location of the organization. Describe the geographic presence (local, regional, national, etc.) and describe any international operations.
E. Products or services offered by the organization (link this to the mission).
F. Who are the customers? What are their needs?
G. Number of employees (approximate – you may describe number of employees at the location where you worked and if applicable, the number of employees domestically, globally, etc.).
H. Size or volume of organization (if known – this could be expressed as total revenues, number of clients, budget size (in the case of a nonprofit or governmental entity), etc.
I. Competitive advantage of the firm. (For example, are they a low cost producer, are they a differentiator (unique products or services offered - etc.)
J. How would you describe the organizational climate or culture? (Note: You may need to do some research through library or internet sources about corporate culture to determine how to answer this question.)

**Part II. Description of Work Assignments**

A. What specific identifiable tasks does your job include?
B. What specific skills are needed to perform your job (for example, specific finance knowledge, technology skills, etc.)
C. Did your job require any prior work experience?
D. How were you trained to do your job? (Include a description of any formal or informal training conducted by your employer.)
E. How often did you meet with your supervisor?
F. What types of decisions have you been asked to make (or decisions that you assist with)?
G. Describe the types of written and oral communication you have been involved with in your responsibilities.
H. Describe a typical week in your co-op experience. What type of tasks you perform, any client contact, etc.
I. Provide at least three examples of unique projects or tasks you were involved with. (There may be some overlap in this section with the journal requirements below – that is expected).

**Part III. Linking the Co-Op Experience to Coursework (THIS IS THE MOST IMPORTANT SECTION)**

What classes are relevant to your job? Provide at least three examples of how you applied prior coursework to your co-op responsibilities.

**Part IV. Challenges and Resolutions**

A. Describe at least two challenging experiences you encountered in a task or assignment performed during your co-op. How did you approach/overcome the challenge?
B. Describe at least two challenging experiences you encountered with a co-worker or supervisor. How did you approach/overcome the challenge?
C. Describe how your actual work experience compared to your initial expectations.

**Part V. Reflective Journal (documented weekly and due with the Assessment by AUGUST 1, 2018)**

Describe your work activities, observations, and interesting facts about the co-op. This may be informal, but should be easy to understand. Maintaining the journal will assist you in the writing of your final paper.

**SYLLABUS IS SUBJECT TO CHANGE**