Course Syllabus  
FIR 4911 & FIR 7911  
Fall 2015  
3 Credit Hours

Instructor:  Mr. Leslie Mathis, MS, MBA, MIM, CFA

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Office Hours: MW 11:00 am-12:30 pm & TR 10:00 am-11:15 am  
Class Times & Location: MW 12:40-2:05 pm in FCB 369

Course Overview

Internship in a business organization to gain on-the-job experience in a real-life environment. The course requires a paper go be approved and supervised by a department faculty member. Credit allowed only after acceptance of the report.

Prerequisites:
FIR 3410, 15 hours of upper division core, and 2.75 overall GPA.

Required Texts (and Related Materials):
None

Course Objectives:

--Students must advance their learning of finance through on-the-job training and supervision by an experienced professional in the field.

--Students are expected to follow the highest level of ethical standards that are prevalent in the field.

--Students should understand how their internship relates to coursework taken in the Finance major at the University of Memphis. They should also develop ideas while in the internship to anticipate future career prospects.

--Students must write an end-of-semester reflective paper on what they accomplished in the internship. In doing so, they provide a written report of the internship experience and get a chance to demonstrate their written communications skills.
Grading and Evaluation Criteria

Final grades will be based on a reflective paper to be submitted near the end of the semester and a work evaluation form provided by the work supervisor. Paper instructions will be sent out to all students registered for the course in early November. There will be no exams in the internship course. The paper should follow the highest standards for an academic paper with good organization, perfect grammar, and original content expected.

In order to get FIR 4911 credit, students must work a minimum of 150 hours in the internship during the semester. The work must be centered on an area included in the finance discipline. There must be a significant amount of learning taking place while the internship takes place. This learning may take place through formal training sessions, mentoring instruction by supervisors, by taking on new projects, etc.

Course Policies

Attendance:

Students should follow all university and FCBE policies on academic integrity. For further information, refer to [http://www.memphis.edu/fcbe/integrity/](http://www.memphis.edu/fcbe/integrity/).

Plus or Minus Grades

I plan to use plus or minus grades for the overall grades in this course.