

The NMSU Finance Department offers several different “internship” courses (listed below). These courses allow an undergraduate student to earn academic credit by completing a variety of academic assignments under the direction of an NMSU instructor (typically the Finance Department Head or Insurance Center Director) concurrently with an appropriate work experience related to the Finance or Business Law disciplines. Only students who have arranged for an appropriate work experience are eligible to register for these courses.

The internship courses are all designated as “SPECIAL STUDIES PERMIT” courses meaning you will only be allowed to register if you satisfy all the course requirements and have the instructor and Department Head signature on the permit. Registrations must be processed in the COB Office of Student Services (not online).

Enrollment Requirements: Prior to enrolling in an Internship Course, the student must first procure the opportunity for an appropriate professional finance or business law-related work experience with an external employer. Once the student has provided documentation of the work experience and work responsibilities, the instructor can evaluate whether the experience includes enough discipline related learning opportunities to warrant academic credit. If so, the number of credits to be allowed (1-3) will be decided based upon the duration of the work experience (how many hours worked, over how long a period of time) and the scope of the academic assignments to be completed by the student. In general, internships must include at least 100 work hours for each academic credit hour.

In order to be considered for an Internship course, the student should provide a copy of an offer letter or employer verification of the employment dates and work hours, together with a detailed job description or “opportunity” description listing the activities where the student will have the opportunity to apply or observe application of discipline-related concepts, terminology, analysis, etc. Academic credit is allowed only when it is evident from the documentation that the work experience will give the student the opportunity to see the connection between the material covered in academic courses in the discipline to the actual work done by professionals in the discipline. Work opportunities that are basically clerical in nature (answering and directing telephone calls, filing, stuffing envelopes, etc.) and do not afford the appropriate professional discipline-related learning opportunity will not qualify the student for the Finance or Business Law internship course.

Registration Procedures: Once a student provides documentation of the appropriate learning experience, the instructor will explain the academic course assignments and if agreed upon, will sign an “add slip” and “special studies permit”. Both the student and instructor will sign a Departmental Academic Agreement detailing the academic assignments that the student must complete to earn the academic credit. All three documents must be signed by the Department Head. The student can then take the add slip and permit to the COB Student Services office to get registered for the course. The Department Head will give the student a copy of the Academic Agreement, and will put a copy in the instructor’s mail box. The original will be retained in the Department files.

Academic Assignments: Students in internship courses do not have any regular class meetings. Once the Academic Agreement has been signed, it is the responsibility of the student to register for the course, gain access to the online course site, and complete the

required assignments, and to do so within the time frame provided by the instructor. Most internship instructors have online course sites (previously in Blackboard, now Canvas Instructure) where students are expected to participate in course activities (such as discussions and journals) and submit assignments.

Internship Course Descriptions (from Catalog)

FIN 391. Finance Internship and Cooperative Education I 1-3 cr.

Introduction and application of finance principles in a work environment. Open only to students in the finance major or minor who will be working with an approved employer in a finance related position, over a period of 12 weeks or at least 300 work hours. Consent of instructor required.

FIN 392. Insurance Internship and Cooperative Education I 1-3 cr.

Introduction and application of insurance principles in a work environment. Open only to students in the finance major or insurance minor who will be working with an approved employer in an insurance related position, over a period of 12 weeks or at least 300 work hours. Consent of instructor required. Restricted to Finance majors.

FIN 491. Finance Internship and Cooperative Education II 1-3 cr.

Advanced application of finance techniques to the work environment. Prerequisite: consent of instructor. Restricted to finance majors.

BLAW 391. Business Law Internships and Cooperative Education 1-3 cr.

Integration of academic studies and principles of business law in a relevant work experience. The amount of academic credit (1 to 3 credit hours) will be determined at the time of enrollment by the department head or supervising instructor based upon the duration of the work experience and the scope of the academic requirements. Prerequisites: BUSA 111, one BLAW course and consent of instructor. May be repeated for a maximum of 3 credits.

B A 391. Business Administration and Economics Internship and Cooperative Education II 1-3 cr.

Applications of the principles of business administration and economics. Registration in one course allowed per co-op work phase; a minimum of 12 work weeks is required. Open only to students in the College of Business. Option of S/U or a grade. The amount of academic credit (1-3 cr.) will be determined by the academic experience and not by the work experience.

No GRADUATE Level Internship Credit is offered.