Description
This seminar consists of a five-week internship with a financial/banking institution or international NGO. Students complete an internship with a financial institution or international NGO and submit a report in which they process their learning experience on the job, analyze a financial or banking issue the institution faced, and design a socially responsible solution to the problem. The aim of an internship is to enable the student to gain valuable work experience within the finance/banking environment. The report should also document a comprehensive schedule and the specific skills and knowledge acquired through the experience. While the program will use its extensive network to facilitate student placement with financial institutions and NGOs, it is ultimately the student’s responsibility to secure the internship placement. The institution and internship activities, though, must be approved by the program’s academic director. Regular reflection and assessment meetings are held with the academic director to review the progress of the internship. Students who opt for the Internship in Finance seminar will take the module on Internship in the Context of Switzerland.

Learning Outcomes
The Internship in Finance course comprises 180 class hours of instruction (6 credits). Upon completion of the course, students will be able to:

- Demonstrate awareness of the ethics of internship in the context of Switzerland;
- Produce an internship report in which they assess the culmination of their learning experience;
- Provide an oral presentation in which they present the output of the internship experience;
- Show understanding of socially responsible banking/finance;
- Assess the challenges of international finance systems and alternative forms of intermediation in the European context.
Language of Instruction
This course is taught in English, but students will be exposed to vocabulary related to course content through in-country expert lectures and field visits in a wide range of venues and regional locales.

Course Schedule

Module 1: Internship in the Context of Switzerland
This module provides an overview of the context of internship experience in Switzerland and prepares students for successful internship placement. The module also highlights the importance of ethics in the internship experience and the expectations and responsibilities of the student, the host institution, and program.

Session 1: Preparing for the Internship
This introductory session prepares the students for their internship in Switzerland. The session covers a range of areas that include résumé preparation and cover letter, dress, student objectives for the internship, and stages of student growth in the internship.

Required Reading:

Session 2: The Ethics of Internship
This session outlines the responsibilities of the student and the host organization for a productive and significant experience that can serve the objectives of both. The session also reviews best practices for a successful internship.

Required Reading:

Session 3: The Internship Experience: Review and Reflection
This session focuses on the review and reflection process of the internship experience. Students set weekly learning objectives, keep an internship journal, and report on the progress of their learning experience.

Required Reading:

Session 4: The Structure and Mechanics of Internship Report
This session is focused on the analysis of the structural components of the final internship report. We will discuss the content, layout, and general guidelines of the report.

*Please be aware that topics and excursions may vary to take advantage of any emerging events, to accommodate changes in our lecturers’ availability, and to respect any changes that would affect student safety. Students will be notified if this occurs.
THE FINAL REPORT
The final report shall consist of the following four sections:

- Description of the host institution
- Description of tasks performed on the job
- Business plan design, grant proposal, or other major output of the internship experience
- Personal assessment of your job performance

GUIDELINES FOR THE FINAL REPORT
The expectations for each section of the final report are outlined below. These, however, are guidelines and may be adapted to the specificities of your internship.

Description of host institution: a brief description (one page) of the host institution where you did your internship. This should include the nature of the services offered and a profile of the customers who use them. You may also provide brochures or collateral material that further describes the institution.

Description of tasks performed: this should be written in third person as if you, acting as a manager, were writing it for a new employee/associate. It should be written in outline form, except for the job summary section. Headings should be used to identify each of the sections. A suggested outline for this description is listed below:

- Job title and place of employment
- Job summary—narrative summary of the activities of the position
- Qualifications—education and experience required and/or desirable
- Working conditions—uniform requirements, physical surroundings, working days, hours, etc.
- Job relationships—who is the mentor and to whom you reported
- Specific duties and responsibilities—a list should be provided to indicate all duties performed by the individual in this position

Output of the internship experience: this can be a proposal for a strategic response to an existing financial or business problem, a creation of a sustainable plan, a grant proposal, a financial audit, or any other important financial growth model that responds to the need of a local or international development NGO. Possible processes may include the identification of a financial problem, definition of the need the proposal will address, or the creation of an alternative strategy or approach that will help resolve the existing problem. The proposal should also outline the human and financial resources needed for the implementation of the proposed model and measures of its success.

Personal assessment of the experience: in this section you provide an assessment of the key learning milestones acquired on the internship experience, the challenges you faced, and the possible impact of the experience on your academic and professional career.

Required Reading:

Potential internship placements and/or field visits:
2. Ethos Foundation, Geneva
3. Bern Declaration, Lausanne
4. Impact Finance Management, Geneva
5. Banque Alternative Suisse, BAS, Olten/Lausanne
7. BlueOrchard Finance S.A., Geneva
8. Haute école de gestion de Genève (HEG-Genève)
10. UN Global Compact, Geneva
11. UN Financial Initiative, Geneva
12. Principles for Responsible Investment (PRI) Initiative, Geneva

**Ethics**
The internship experience must reflect SIT’s ethics policy and commitment to the values of reciprocity. The student intern should also abide by the policy and regulations of the host institution including dress, punctuality, and employee behavior. Violations of SIT’s code of conduct or employee conduct at the host institution will result in an immediate termination of the internship and can lead to further disciplinary sanctions by SIT.

**Evaluation and Grading Criteria**
At the end of the internship period, students are expected to present their work to the group. Assessment of both written work and the oral presentation is based on the quality of research and academic scholarship and adherence to the highest ethical standards.

**Assessment of the Internship in Finance**
- 2 Progress Reports 25%
- Mentor Evaluation 25%
- Oral Presentation 15%
- Final Report 35%

**Grading Scale**
- 94-100% A
- 90-93% A-
- 87-89% B+
- 84-86% B
- 80-83% B-
- 77-79% C+
- 74-76% C
- 70-73% C-
- 67-69% D+
- 64-66% D
- below 64% F

*Please refer to the SIT Study Abroad handbook* for policies on academic integrity, ethics, warning and probation, diversity and disability, sexual harassment, and the academic appeals process.