

Students upon accepted offer, please supply to your employer

TO: Companies sponsoring an AIM Program summer internship
FROM: Dr. David Krause, Director of the AIM
RE: Applied Investment Management (AIM) Program summer internships

Thank you for your interest in Marquette's AIM program. As you are aware, the AIM Program allows a select group of finance students to get hands-on academic and professional investment experience, including a summer investment internship and the opportunity to actively manage a global equity portfolio throughout their senior year. Students study the body of knowledge covered in the Chartered Financial Analyst (CFA[®]) Level I exam – preparing them to take the test upon graduation.

The following provides a brief description of the AIM Program summer internship hiring process and an employer internship form. The attached guide describes the AIM summer internship program. Please note at the completion of the internship an evaluation of the students' performance is necessary to complete their internship requirement. The form is called the SUMMER INTERNSHIP EMPLOYER EVALUATION FORM. Upon completion of this form, please fax, mail, or e-mail it to me at the following:

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Marquette University
College of Business Administration, Finance Department
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Milwaukee, WI 53201-1881

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EMPLOYER'S GUIDE TO THE AIM SUMMER INTERNSHIP PROGRAM

Education and Employment

Marquette University's Applied Investment Management (AIM) program can provide employers with bright, educated, and motivated student interns with a proven academic record and career interest in the area of investment research and asset management. AIM students are required to participate in a summer internship for many reasons: to learn more about their careers; to improve their chances of full-time employment after college; to pay for their college expenses; and to develop good work ethic. AIM students view the summer internship between their junior and senior years as an important, integrated part of their classroom education.

Employers, students, parents, and professors understand that the AIM summer internships can provide valuable experience. Within Marquette's College of Business Administration, we view the business internship as a practical work experience that is integrated with a student's professional development that students are held to. AIM internship assignments must be meaningful, challenging, and productive work rather than mere observation or activity unrelated to a student's academic background. To achieve this, we strive to identify and work with employers who benefit from AIM students and who can combine work and classroom information. To accomplish this, both the faculty of the AIM program and employers will work together as partners. We believe that maintaining strong relationships with employers is essential in building an enduring AIM program which serves the needs of all stakeholders.

Internship Eligibility

Students must be admitted into the AIM Program and enrolled full-time at Marquette University prior to the internship period. The students must be pursuing a finance degree and have completed their junior year prior to the summer internship. The students must also have successfully completed the following courses: Introduction to Financial Management (FINA 3001), Investment Analysis (FINA 4011), Introduction to Applied Investment Management (FINA 4310), Intermediate Accounting (ACCO 3001), and Analysis of Financial Statements (ACCO 4011). Students also need a minimum cumulative grade point average of 3.00 (4.00 scale).

Internship Credit

An AIM student will earn three credits upon the successful completion of his/her full-time (240 hours minimum) summer work experience in a position which is relevant to the student's major area of study – financial research and investments. All internship courses are graded as Pass/Fail and will be credited in the fall or spring semester following the completion of the summer internship. Under no circumstances may *ex post facto* credit be obtained; AIM internship credit must be approved in advance by the Director of the AIM program.



Student Compensation

It is expected that AIM summer interns will be paid an amount commensurate with the responsibilities and skills required for the job by the employer.

Employer Steps to Secure an AIM Summer Intern

The following steps are required to secure an AIM summer intern:

1. Following the qualification of the summer internship for academic credit by the Director of the AIM Program, the potential internships will be posted for AIM students with instructions on how to apply. Employers will be provided with a listing of all eligible AIM students. The AIM Director should be apprised of the communications between employers and AIM students regarding internship positions.
2. When an offer is made to an AIM student by the employer, the student will complete and sign the AIM Student Summer Internship Position form. The completed form will be processed by the Director of the AIM Program to ensure proper accounting of the student's internship credit.
3. During the course of the summer internship period, the employer will be provided with an evaluation form (AIM SUMMER INTERNSHIP EMPLOYER EVALUATION FORM) by the student. The employer will return the form to the Director of the AIM Program for evaluating the intern upon the completion of the work experience.

The Marquette University's AIM Program requires enrolled students to participate in internship programs as a means of supplementing their classroom studies with real-world experience. Thank you for your interest in the AIM Summer Internship program – we sincerely appreciate your support. Please feel free to contact Dr. David Krause, AIM Director, at (414) 288-1457 or david.krause@marquette.edu if you have any questions.