



DATE: September 15, 2007

TO: Companies sponsoring an AIM Program summer internship

FROM: Dr. David Krause, Director of the AIM Program

RE: Applied Investment Management (AIM) Program summer internships

Thank you for your support of Marquette's AIM program, one of the nation's only undergraduate programs in applied investment management. As you are aware, the AIM Program allows a group of finance majors to get hands-on academic and professional investment experience, including a summer investment internship and the opportunity to actively manage an equity and fixed income 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 complete the required information on the AIM EMPLOYER SUMMER INTERNSHIP FORM and fax, mail, or e-mail it to me at the following:

Dr. David S. Krause
Director, Applied Investment Management Program
Marquette University
College of Business Administration, Finance Department
336 Straz Hall, PO Box 1881
Milwaukee, WI 53201-1881

Telephone: 414 288-1457
Fax: 414 288-5756
E-mail: david.krause@marquette.edu



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. 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 have completed their junior year prior to the summer internship and have successfully completed the following courses: Introduction to Financial Management (FINA 180), Investment Analysis (FINA 181), Introduction to Applied Investment Management (FINA 191), Intermediate Accounting (ACCO 120), and Analysis of Financial Statements (ACCO 140). 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 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 and the Director of the Office of Career Management.

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. The employer needs to complete the attached AIM EMPLOYER SUMMER INTERNSHIP FORM (see attached) and return it to Dr. David Krause, Director of the AIM Program. He can be contacted at (414) 288-1457 or david.krause@marquette.edu if additional information is required.
2. 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.
3. When an offer is made to an AIM student by the employer, the student will complete an AIM Student Summer Internship Position form and obtain the employer's approval. The completed form will be processed by the Director of the AIM Program and the Director of the Office of Career Management to ensure proper accounting of the student's internship credit.
4. During the course of the summer internship period, the employer will be provided with materials by the Director of the AIM Program for evaluating the intern upon the completion of the work experience (see attached AIM SUMMER INTERNSHIP EMPLOYER EVALUATION FORM). The student will also complete an AIM Summer Internship Student Evaluation form and submit an essay on their experience. This information will be shared with the employer by the Director of the AIM Program following the completion of the internship.

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.



EMPLOYER SUMMER INTERNSHIP FORM
APPLIED INVESTMENT MANAGEMENT (AIM) PROGRAM

Employer:	Supervisor:	
Mailing Address:		
Telephone:	Fax:	E-Mail:

Date Form Completed:	Period Internship Offered:
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Position Description:

Major Job Responsibilities:

Minor Job Responsibilities:

Job Classification (Full or part time internship, hours, work schedule, etc):
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Estimated Salary/Hourly Wage Rate:

Additional Information/Comments (use another sheet if necessary):
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The form should be faxed, mailed, or e-mailed to:
Dr. David S. Krause
Director, Applied Investment Management Program
Marquette University
336 Straz Hall, PO Box 1881
Milwaukee, WI 53201-1881
Telephone: 414 288-1457 Fax: 414 288-5756
E-mail: david.krause@marquette.edu



SUMMER INTERNSHIP EMPLOYER EVALUATION FORM
APPLIED INVESTMENT MANAGEMENT (AIM) PROGRAM

Student/Intern's Name:		
Period of Internship:	Date Form Completed:	

Employee Evaluating Intern:	Telephone:	E-Mail:
Employer:		

Directions: For each item below, indicate your ratings of the student/intern who worked for you. Please use the following scale and enter your response in the blank space to the right of the item.

SA = Strongly Agree; A = Agree; U = Unsure; D = Disagree; SD = Strongly Disagree; NA = Not Applicable

The student/intern I supervised:

1. Was adequately prepared for this job in terms of previous college course work.	
2. Attended regularly and was punctual.	
3. Worked well with other employees.	
4. Exhibited a positive attitude toward his/her work.	
5. Maintained appropriate professional appearance.	
6. Communicated clearly (either orally or in writing).	
7. Carried out assignments/responsibilities efficiently.	
8. Did careful and thorough work.	
9. Worked well independently.	
10. Took initiative.	
11. Showed an aptitude for the work assigned.	
12. Was an asset to the organization.	
13. Please place an X on the line before the number that indicates your overall rating of this student/intern:	
___ 5 Outstanding ___ 4 Good ___ 3 Satisfactory ___ 2 Poor ___ 1 Extremely Weak	
14. If a position were available, would you consider employing this person in a career position after graduation?	
___ 5 Very Likely ___ 4 Strongly Consider ___ 3 Consider ___ 2 Possibly Consider ___ 1 Would Not Consider	
15. Please provide a candid assessment of this student's performance in areas which may or may not have been covered in the above questions (use another sheet if necessary).	

Thank you.