

# MONFORT

## COLLEGE of BUSINESS

*University of Northern Colorado*

### Professional Experience Requirement

#### *Finance*

#### PURPOSE

- To provide qualified Monfort College of Business students with meaningful on-the-job work experience in a position that expands the student's educational experience and fulfills the Professional Experience graduation requirement.

#### REQUIREMENTS

- Be a junior or senior business major in good academic standing (minimum GPA of 2.0/4.0, not on academic probation or suspension from MCB)
- Approval from Professional Experience Coordinator *prior* to engaging in experience
- Completion of Student-Employer Agreement
- Completion of two pre-requisite workshops: resume and professionalism/interviewing skills
- Interim memo/e-mail from site supervisor (student meeting required hours, satisfactory performance, etc.)
- Minimum of 50 hours of work needed to meet Professional Experience requirement (may be more if required by employer)

#### WHAT COUNTS AS A VALID PROFESSIONAL EXPERIENCE

- A valid experience requires skills and knowledge obtained from MCB courses. These experiences can be obtained through employment, volunteer activities or project-based opportunities. Your position should be similar to an entry-level position for a MCB graduate and tied to your career goal and/or major.

#### ASK YOURSELF

- What advanced skills and knowledge are essential for this position? How will this position enhance my learning in MCB coursework?
- What responsibilities of this position require advanced coursework at an institution of higher education? Am I able to apply my knowledge learned from my upper division coursework to the experience?
- What will I learn or experience from this professional experience position that I have not had the opportunity to learn or experience yet?

#### A PROFESSIONAL EXPERIENCE *COULD* INCLUDE THE FOLLOWING ROLES

- Supervision
- Employee training
- Responsibilities specific to major
- Research opportunities
- Projects specific to major
- Business to business sales



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#### POSITIONS THAT WILL TYPICALLY NOT BE CONSIDERED A PROFESSIONAL EXPERIENCE

- Telemarketing
- Cashier
- Customer service representative
- Bank teller
- Community adviser
- Receptionist
- Waiter/host/bartender
- Point of sale representative
- Administrative assistant
- Sales floor personnel
- General laborer

#### FINANCE PROFESSIONAL EXPERIENCE OVERVIEW

- The goal of a Professional Experience in finance is to apply knowledge acquired in the classroom to real-world situations in order to develop the skills and experience necessary to prepare the student for a successful career in finance.
- Professional Experiences must involve activities that students participate in to gain professional skills and develop the ability to apply in-class lessons to practical situations. Professional Experiences are structured as learning experiences that combine in-class theory with real-world applications. A valid experience for finance majors is a Professional Experience in a business, government, or organizational setting that requires skills and knowledge obtained from MCB finance courses.

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#### A FINANCE PROFESSIONAL EXPERIENCE *COULD* INCLUDE THE FOLLOWING ROLES

- Assist in daily financial operations
- Assist with financial compliance requirements
- Monitor and track key financial benchmarks
- Work with clients to help create a financial plan
- Assist with capital budgeting decisions
- Perform financial analysis
- Prepare pro-forma financial statements
- Perform credit analysis
- Business valuation and/or asset valuation/appraisal activities
- Activities at financial institutions involving more than clerical responsibilities
- Cash flow analysis and forecasting activities
- Assist with short term financing decisions such as working capital policy, cash management, inventory management, and accounts receivable management
- Forecasting and financial planning activities
- Preparation of weekly and monthly financial reports
- Preparation of loan reviews, new loan requests
- Financial statement analysis
- Develop and analyze budgets for local, regional, national, or worldwide operations
- Assist in the management of client accounts including collection problems
- Assist with portfolio management activities and decisions
- Assist in the development of the client base

#### QUESTIONS

- Visit the MCB PE website at <http://mcb.unco.edu/ProfessionalExperience/> for more information or contact the Professional Experience Coordinator at [professional.experienceMCB@unco.edu](mailto:professional.experienceMCB@unco.edu). To schedule an appointment with the Professional Experience coordinator, please call 970-351-2088.

**\*\*Be sure to check your BearMail account regularly for important updates and announcements.**