

## THE INTERNSHIP EXPERIENCE

The paid internship is perhaps the most memorable and critical component in the Academy experience for high school students. It is also one of the most rewarding, as it is

*"The Academy enlightens students about the business world both inside and outside the classroom. Students have the opportunities to learn from experienced business professionals, and apply their knowledge through field trips and real internships."*

- Christopher Black

*ACF Class of 2018*

*Penn State University Class of 2022*

the opportunity for students to apply, in a real-world setting, what they've learned in their Academy classes in the preceding years. To ensure that the students' paid internship lives up to expectations, all stakeholders must invest an appropriate amount of time and resources.

While all internships are not the same, an Academy internship at MHS should last about six to ten weeks and be between 100-150 hours. It generally takes place

during the summer between junior and senior year, but many of our interns work during the spring of junior year or fall of senior year. The internship must be completed by the end of the first semester of the student's senior year. It must pay at least the current national minimum wage (pay will vary depending on industry and location). It will offer the intern opportunities to learn about many aspects of the business. The intern will utilize the skills learned in their AOF courses, as well as specific knowledge of the industry and its components. The internship will enhance the overall experience by allowing the intern to meet regularly with their supervisor and other people in the workplace in order to further their job knowledge and skills.

If you would like to participate in the AOF by offering an internship to a student or if you have any questions about the internship experience, please contact Coordinator, John Driscoll at email [jdriscoll@manasquan.k12.nj.us](mailto:jdriscoll@manasquan.k12.nj.us).

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## MANASQUAN HIGH SCHOOL



## ACADEMY OF FINANCE

The Academy of Finance is designed to prepare students with skills needed for the highly competitive financial services industry of the 21st century. The program was developed to encourage and support partnerships between business and education with the hope of strengthening the preparedness of those entering college and eventually the workforce. It is designed to bring together leaders in business, education, government and labor to provide the necessary guidance and resources to improve education and career preparation.

**Mr. John Driscoll, Coordinator**

**Mrs. Linda Hoeler, Assistant Coordinator**

**Dr. Matthew Kukoda, MHS Principal**

## PROGRAM OVERVIEW:

The Academy of Finance program offers a special plan of study in finance at the high school level, which also fulfills both required and elective credits. AOF students can earn 21 college credits through Georgian Court University's (GCU) Course Ahead Program; three college credits for each AOF class:

- Economics
- Sports & Entertainment Marketing
- Principles of Accounting
- Financial Planning
- Entrepreneurship
- AP Macroeconomics
- AP Microeconomics

*GCU's School of Business and Digital Media enjoys national accreditation from the Accreditation Council for Business Schools and Programs (ACBSP) for its undergraduate and graduate programs. These credits are accepted at most colleges and universities throughout the United States. Upon completion of the AOF program, the student will receive a Certificate of Financial Studies.*

### In Summary:

The Academy of Finance will prepare students for the "real-world" environment and features:

- Emphasis on academic excellence.
- Specialized curriculum and classroom activities.
- Personal contact with members of the financial community.
- Paid internship in local businesses.

FOR FURTHER INFORMATION, PLEASE CONTACT:

**Mr. John Driscoll, Coordinator**  
[jdriscoll@manasquan.k12.nj.us](mailto:jdriscoll@manasquan.k12.nj.us)

## COURSE DESCRIPTIONS

### BUSINESS & FINANCIAL LITERACY

This course will examine all facets of financial operations and business management. Applications such as marketing, sales, accounting procedures, business ethics, customer relations and economics principles will be addressed. Students will learn about school and community resources, develop career plans, start preparing for college and develop solid interpersonal skills. Students will also develop resumes and discuss interviewing strategies.

### ECONOMICS

The course covers both macro and microeconomics and provides an understanding of how our market economy functions in a global setting. It provides students with a survey of economic concepts, including all of the basic principles recommended by the National Council of Economic Education.

### PRINCIPLES OF ACCOUNTING

This accelerated program will provide the students with an introduction to accounting principles with emphasis on the business side of maintaining systematic records. This course will cover journals and the general ledger accounts payable and receivable, financial statements, bank reconciliations, and payroll. Academy of Finance advisory members and community resource speakers will be used to supplement and reinforce classroom instruction, as well as expose the students to career opportunities in this field.

### FINANCIAL PLANNING

Students will be introduced to the financial planning process and the components of a comprehensive financial plan. They will learn how to prepare a financial plan that includes saving, investing in stocks, bonds and other securities, the proper use of credit, insurance, college and retirement planning.

### ENTREPRENEURSHIP

Entrepreneurship provides the student with insight into the development and management of an entrepreneurial venture. Topics will include evaluation of a new business idea, developing a business plan, finding alternative methods of financing, managing for results, pricing strategies and management control, business ethics and marketing.

## ACADEMY INFORMATION

*The MHS Academy of Finance began in 1999 and had its first graduating class of two students in 2001. The program has graduated over 700 students. The most recent graduating class had over fifty students. These students have attended such prestigious schools as Duke, U-Penn, Johns Hopkins, Georgetown, Wake Forest, Clemson, Villanova, Steven's Institute of Technology, Fairfield, Wake Forest, The College of NJ, Fordham, University of Miami, and Rutgers University.*

*In addition to the course work, the MHS AOF has also taken field trips to some of the most well known financial institutions in the world including Goldman Sachs, the New York Mercantile Exchange, Make A Wish Foundation, New York Federal Reserve, Citigroup, the Philadelphia Federal Reserve, the US Mint and the New York Stock Exchange.*

*In order to raise funds for scholarships and activities, the students conduct an annual fashion show in March. The show is run entirely by the students and includes a gift auction and dessert following the show. Models include both students and MHS faculty members. It has proven to be a success every year. If you are interested in helping with next year's show, please contact John Driscoll ([jdriscoll@manasquan.k12.nj.us](mailto:jdriscoll@manasquan.k12.nj.us))*

*Beginning in 2007, the students of the Academy have run a Toy Drive for underprivileged children. The drive is run each year during the first two weeks in December. Since they began running the toy drive, the AOF students have been able to collect over 4,200 toys to be donated to local schools, charities and families. In addition to this, many students have donated their time and efforts to many charitable efforts both locally and nationally.*