

Central Connecticut State University
School of Business
Department of Accounting
Internship Academic Responsibilities

You keep a weekly *Learning Journal* in which you report on your progress toward your learning goals. It should be emailed to your faculty sponsor no later than Monday of the following week. Only the faculty coach has access to your learning journal.

At the end of your internship you must submit an *Internship Report* to the faculty sponsor who may share parts of it with your site supervisor. The faculty sponsor grades your work after receiving the internship evaluation form from your site supervisor.

The *Internship Report* should:

- a. Describe the organization for which you worked. Talk about its goals, its accounting functions, and how your project and job fit in.
- b. Describe the tasks you performed, how well they matched those planned in your Internship Project, and how they helped you reach your learning goals.
- c. What accounting tasks and processes does the organization do well? Which not so well? Recommendations to the organization on improvements?
- d. What did you learn about (1) yourself, (2) working with others? What did you learn about the field of accounting? What did you learn about the organization's domain?

All papers should be double spaced, grammar-checked, spell-checked, and PROOFREAD.