



# DEPARTMENT OF ACCOUNTING

*Illinois State University*

## WRITTEN DESCRIPTION OF AN ACCOUNTING INTERNSHIP

Internships are designed to create a classroom experience outside the classroom. As a result, the following areas required in the description roughly correspond to a syllabus (structure), topics covered in the course (substance), teacher qualifications (supervisor), testing (supervision), and homework (special projects). Either the supervisor (company/organization) or the intern may write the internship description. If the intern writes the description, the supervisor must sign it to show agreement to what is stated. A form is included on the following page to assist you in preparing the written description if needed.

### Written Description Outline (approximately one page):

#### **Structure:**

State a breakdown of the activities that will be performed during the internship. Use percentages in indicating how much time will be spent on each activity. The more detailed the better. Some businesses/organizations have a program for the internship laid-out week-by-week. If this is the case, please include a copy of their plan for the internship.

#### **Substance:**

State, as specifically as possible, the accounting topics and concepts addressed by the internship.

#### **Supervisor:**

Who is the contact person for the student's internship—or who should be contacted in order to apply for the internship.

#### **Supervision Plan:**

We suggest the intern be given feedback about job performance at least every two weeks. It can be informal rather than written feedback. Please tell us of your plan to train and supervise the intern.

**Special projects:**

Note any independent work the intern will be doing that will be reported to the business/organization.

Additionally, indicate if any formal training materials like online-training, videos, CD-ROM, audio tapes, self- study manuals, computer programs, books, etc. will be utilized.

A form who may wish to use follows:

## WRITTEN DESCRIPTION OF THE ACCOUNTING INTERNSHIP

Some businesses/organizations have a program for the internship laid-out week-by-week. If this is the case, you may substitute this form with a copy of their plan for the internship.

### Written Description Outline:

**Structure:**

Give a breakdown of the activities that will be performed during the internship. Use percentages in indicating how much time will be spent on each activity.

<u>100%</u>	Total

**Substance:** Accounting topics and concepts addressed by the internship.

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**Supervisor:**

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**Supervision:**

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**Special projects:**

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**Training:**

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**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_