

Internship Paper Guidelines

A quality report shall have both excellent content and excellent preparation. It shall deal in depth with substantive matters related to the internship experience. It should include meaningful content, smooth transitions, and proper grammar and spelling. *You will be evaluated on your written communication skills as well as the content.* It should be much more than simply a restatement or amplification of the log that is required, but rather it should address, at minimum, all of the points listed below.

The following items, where applicable, should be addressed in **all** internship papers regardless of the credits awarded:

1. Background or history of the company. This should include, but not be limited to, how it was founded and its current form of business organization (corporation, LLC, partnership, etc.)
2. An overview of your job responsibilities. Keep in mind that your log will have already provided me with many details.
3. A typed organizational chart for the area in which you worked. Use your own judgment depending on the size of the organization. *Please place this in the appendix to your paper.*
4. Any observations you made during your internship that may have been directly or indirectly related to your accounting or business coursework. For example, what type of management style(s) did you notice? What types of software were utilized? What types of pricing strategies were used to set prices/fees? How does the organization market its products and/or services? Be sure to link specific theories and concepts from your accounting & business coursework to your practical experiences.
5. A summary of the values or lessons learned from your internship. What will you take away from this experience? How did it differ from your expectations? What did you learn about yourself and your own strengths and weaknesses? How will you go about addressing those weaknesses?

Additional requirement for internships of 6 credits or more:

For internships of 6 credits or more, the paper must include a research component. Please have the **topic approved by the instructor** before writing this component of your paper. The research assignment requires that research be conducted in an area related to the internship experience and that the findings be reported in an analytical and objective manner. In terms of topic selection, you should pick a topic you came across during your internship that you are interested in knowing more about. Although the topic does not have to be accounting/tax related, they usually are. As an example, you could chose to research a specific law, accounting standard or tax credit. I would expect you to not only describe it, but research what made it come about, what it is designed to do/who is it designed to protect, was/is there any controversy regarding its implementation, how do you feel about it, etc. A bibliography is required.

Approximate length of paper: (excluding organization chart) Double-spaced, 12-point font

5 credits or less: 8 – 10 pages (8 page minimum)

6 – 9 credits: 11 – 13 pages (research component should be 3 – 5 pages)

10 – 12 credits: 13 – 15 pages (research component should be 5 – 7 pages)

Deadline: Your paper is due the **Wednesday of the last week of classes** so that there is time for review and revision (if necessary) before the end of the semester. For summer internships, papers are due the **Wednesday before the fall semester starts** at the latest.