

The purpose of an internship can be summarized in one paragraph:

*“integrate academic knowledge with practical applications, improve job/career opportunities after graduation, create relevance for past and future classroom learning, develop work place social and human relations skills, and provide the opportunity for students to apply communication and problem-solving skills” (Beard 1998, p515).*

Please send me a summary of the following points using correspondence suitable in a business environment. You may or may not have written formal correspondence to a client (an internal or external client) but it is very likely you will in your coming career. You should assume that I am your client and you are responding to the following the questions:

1. Please describe your internship position in the first paragraph. The description should identify your role, who you reported to, and a description of your day-to-day duties. This is your actual internship not what you were told when the offer was made. You should also describe how you received feedback on your assignments and the resources that were made available to you. If you received written performance reviews, please describe how those performance reviews were administered.
2. In the second paragraph, you should identify whether your internship objectives were met. If they were not met, please identify your plan of action for those specific objectives that fell short.
3. In the third paragraph, identify the academic knowledge that you integrated with practical applications in your internship. If you fell short in your internship, i.e. you didn't know a subject matter that you should have known, please identify what coursework should be included in your undergraduate or graduate curriculum. If you believe that certain curriculum should be included in your undergraduate accounting program, e.g. data analytics please identify those recommendations in this paragraph.
4. In the fourth paragraph, you should identify whether the internship helped you identify a career path going forward. A career path is more than identifying the next job. It's a clear visualization of at least three career moves over a five to seven year period (or more). A career path identifies the steps necessary to advance yourself as well as education or certification necessary to support the moves, e.g. obtaining the CPA certification. The career path may be upward promotion to a partner position or to leave to public accounting to a controller or CFO position.
5. In the fifth paragraph, *based on your internship experience* please identify human relations skills that need further development to enhance your career. Among the skills that successful accounting professionals have include listening skills, effective communication, the ability to work in teams, and ethical behavior. Listening skills are among the most important. Accountants must be able to relay information effectively and efficiently. Moreover, accountants must know how to communicate with people that possess various levels of financial comprehension, including clients, managers, and coworkers. Accounting professionals must understand teamwork and how to collaborate with professional colleagues. For independent accountants, that means communicating with a client's lawyers, financial advisers and other relevant parties. Effective collaboration relies on the ability to provide the correct

data in a timely fashion, so listening and communication skills play a large part in successful team work. Among the most important, ethical behavior is paramount to a successful accounting career.

The quality and scope of this communication will have a significant role in the final grade for the internship. Please let me know if you have any questions.