ELIZABETHTOWN COLLEGE

Elizabethtown, PA 17022

(717) 361-1270

# INTERNSHIP IN BUSINESS

# STUDENT LEARNING CONTRACT

A. IDENTIFICATION Student ID#:

 1. Student:                                Major:

 Address while on assignment:

                                     Phone:

 Email:

 2. Faculty Internship Supervisor: Professor Terrie Riportella Department: Business

 3. Employer:                                     Supervisor:

 Address:                                     Phone:

1. Specific job title and assignment with employer:

5. Dates of assignment: From                      To:

1. Paid or unpaid:
2. Course Number:                                Course Credit:
3. Total expected number of hours of work at the internship:                 hrs.

B. Learning Objectives: What do you intend to learn through this experience?

 As a second level staff intern, I will have the opportunity to progress as an integral member of the tax department at RKL. I will be able to complete higher level returns which have higher volume and activity. Also, I will gain more exposure to multi-state returns and how tax rules and applications differ state to state. In addition to more advanced tax work, I will attend various client meetings, giving me more background behind the returns I am completing and the business process itself. I will also have the opportunity to meet with members from each department at RKL and Kuntz Lesher Capital to discuss their careers and how they fit into the firm. Lastly, I will have the opportunity to attend firm-wide activities, gaining a better understanding of how various locations are connected in a regional firm.

1. Career/Occupational:

As a second level intern, I will develop my skills as an employee at the firm. I want to progress from completing assignments without having much knowledge of the client to developing a stronger understanding of the client to more effectively complete returns and manage relationships. Also, I will gain a better understanding of the career paths available, and the routes you can take to accomplish individual as well as firm-wide goals. Through this internship I will also be able to gain more exposure to the other services offered by the firm and how they benefit current clients.

1. Technical Skills/Knowledge:

Through my experience, I would like to learn more about the software used by the firm and all of the benefits it has for both employees and clients. Also, I will be working on more complex returns, including multi-state returns and returns with greater volume and activity. Through this, I will learn more about the different business entities that exist and how different state taxation rules impact these entities.

1. Personal Development Objectives:

I would like to continue to develop my communication skills by asking more questions and talking with employees. I intend to be more comfortable with my coworkers and develop relationships with them that extend beyond the work environment. Through my internship, I also will learn more about the business environment and how to transition into it in the coming year.

1. Organizational Activity Objectives:

As a summer intern, I will have the opportunity to build relationships with my coworkers and become an integral part of their team. I would like to learn and develop the skills that my coworkers have, because I can see how they have made them as successful as they are today. I would like to continue to increase my responsibilities at the firm in regards to workload and difficulty level.

* 1. Learning Activities: What strategies will you use, on and off the job, to reach your objectives?
1. Career/*Occupational*:

To gain a better understanding of clients and their background, I plan on talking with other employees and looking at previous returns and documents. I will attend various client meetings to begin interacting with clients and learning more how the process works. Also, I’d like to see how the different departments within the firm interact and relate to one another through questions and interacting with them through client work. I plan to attend meetings with members of the firm from various departments, including Kuntz Lesher Capital, to gain a better understanding of the firm.

1. Technical Skills/Knowledge:

 To develop my skills and knowledge using the software, I plan on asking more questions about how things are done, taking notes, and learning through error. I will learn more about multi-state taxation through the completion of these returns and comparing them to the previous year. During this internship, I will have the opportunity to work on more complex business returns that involve more areas of taxation than I have been exposed to previously.

1. Personal Development:

 As an intern, I plan on talking to others and stepping outside my comfort zone. I want to continue to meet people at the office and learn more about the people I already know. I would like to know more about everyone and their lives outside of work to better form these relationships. Also, I will ask questions and continually talking with them about work-related and non-work-related topics. I will be able to meet with members from various departments about how they got where they are today, their likes/dislikes about the work, and any advice they may have.

1. Organizational Activity:

 I plan on participating in more activities at the firm to know my coworkers even better. I hope to develop friendships with my coworkers and spend more time with them. I feel as though this will help me transition into the professional world, as well as increase my communication and relationship development skills. Also, I will be able to attend firm-wide activities which will give me exposure to employees at other offices, including York and Reading.

* 1. Evaluation: Include your own method and that of your supervisors and faculty sponsor.

 I plan to evaluate myself based on how I prepare returns and the complexity I can handle. Also, I will look at how I learn from my mistakes and make improvements as the internship progresses. I will ask new questions each day to continue this learning process. My supervisors will evaluate me on how successful I am at completing returns and how I can effectively manage my workload. They will also look at the level of returns I am completing and how I am progressing as an employee. My faculty sponsor will evaluate me on how well I function as a member of the firm and what I learned from my experience.

The signature of the student to this document shall serve to bind the student to the terms of this contract and make the student responsible for the completion and satisfaction of said responsibilities in order to earn a grade and academic credit for the assignment.

 Signature of Student Date

Signature of employer Date

Signature of Faculty Supervisor Date

Copies: Student, Faculty Supervisor, Employer, Registrar