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. 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. A bibliography is required. See me for additional details.

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 Friday before the fall semester starts at the latest.