**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**Accounting Internship Position – (Term 20xx)**

**Template Instructions: Remove all items in blue italics and replace with your content (in black).**

**Internship Details –** Internship will be a minimum 12 weeks in length.

Projected Start Date -

Projected End Date -

Projected hours worked per week –

Hourly wage and any additional benefits -

**Company Information -** (Background, Scope of Business, Size, Location)

**Description / Purpose of Internship –**

Include the purpose of your internship and overall description.

**Learning Objectives or Milestones**

Indicate each area the intern will be exposed to during their internship experience.
Click on the box to indicate if this component will be addressed during the internship experience.

*Tasks to reinforce or build on classroom instruction, including:*

[ ]  Completion of tax returns

[ ]  Preparation of journal entries

[ ]  Preparation of reports and schedules

[ ]  Completion of audit procedures

[ ]  Learning new software or accounting applications of software

[ ]  Data analysis

[ ]  Documentation of business processes and internal controls

*Opportunities for professional growth, including:*

[ ]  Interaction with clients

[ ]  Active participation as part of a team

[ ]  Attendance at management meetings

[ ]  Leading projects

[ ]  Researching solutions to problems and/or problem solving

**Overview of Experiences** -
Provide an overview of responsibilities and experiences. Include a timeline for the 12 weeks (may not be exact, but approximate amount of time spent in each area).

**Projects**

Projects the intern will be assigned, if known. If not definite, please provide possible examples.

**Additional Experiences**

Indicate experiences that will be part of the internship which may not fit above. May include experiences your company exposes an intern to or that your company requires of interns. Examples might include:

* Weekly review with assigned supervisor
* Company outings
* Training and development opportunities for interns

**Contact Person & Contact Information** –

List the contact person(s) that the University will be working with during the internship experience. Include title, location, email, and telephone number.