

**Accounting  
Internship Learning Objectives**

Student/Intern: \_\_\_\_\_ Internship Site: \_\_\_\_\_

**Working with your supervisor, choose from the following objectives OR submit others, which are specific to the position or assignment:**

- Set up or use a petty cash account, maintain the daily record keeping, and journal the replenishment of petty cash
- Prepare a bank reconciliation statement
- Using Excel, QuickBooks Pro, Peachtree or comparable accounting software
- Using computerized spreadsheets, apply basic arithmetic functions, absolute and relative cell addressing, and cell construction using justification, labels and values, copy and move functions.
- Prepare or pull financial reports and related supporting analysis and analyze.
- Prepare sales tax returns.
- Prepare use tax returns.
- Prepare or pull aging schedules of both accounts payable and receivable and analyze.
- Apply appropriate collection techniques to various situations.
- Review and write a report on the organization's collection techniques.
- Reconcile payment/receipt trail to vendors/customers.
- Prepare accounts receivable and payable cycle reconciliation.
- Other: \_\_\_\_\_.

**To receive Credit at the end of the semester, I agree to submit the following:**

1. Final Summary

Written overview (minimum of 2-3 pages typed) of your internship experience including challenges you faced and how you overcame them, results of your work, reaction to your performance from other team members, description of business relationships with co-workers, how your degree assisted you in your work, and how your work benefited the company.

2. Supervisor Evaluation Form (provided to the supervisor by the Internship Coordinator).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date