

## Internship Journal Requirements

### Content of Journal:

- Can be typed in word or handwritten
- Daily log of work performance areas. The log can be in the form of bulleted points.
- Weekly recap of the work experience.
- Overall summary of the total work experience. The overall summary should be the equivalent of a two- to three-page, double-spaced, typed document.

### Additional Submissions:

- Student's report cover sheet (page two of this document) must be submitted with the journal.
- Student's physical mailing address must be turned in with the journal if the journal cannot be picked up by the student in the following semester. (Journals will not be maintained in the accounting office. **Students are responsible** for picking up their journals).

### Journal Deadline:

- Journals are due in the internship coordinator's office by the last day of classes for the current semester **EVEN IF THE EMPLOYMENT HAS NOT ENDED.**

**No grades will be submitted until the journal has been received and reviewed.**

### Journal Pickup:

- Journals can be picked up by the end of finals week or early in the following semester. The journal should be maintained for verification purposes as requested by certifying boards. No copies of information will be kept by the internship coordinator in the accounting department.

# Student's Report Cover Sheet for Journal

(to be submitted with the internship journal by the last day of classes for the current semester)

Date \_\_\_\_\_

Student's Name:

\_\_\_\_\_

Student's ID #:

\_\_\_\_\_

Student's Permanent Mailing address:

\_\_\_\_\_

(if journal will be picked up by student)

\_\_\_\_\_

Firm's Name:

\_\_\_\_\_

Period of employment:

\_\_\_\_\_

Student's Signature: \_\_\_\_\_