Each report must be at least one single-spaced page in length and emailed to your internship advisor as well as cobinternship@montana.edu in a timely manner.

When you save your report file, use the following format for your file name: LastnameWeekx (e.g., SmithWeek1). Make certain you indicated the correct week in your file name. In addition, be sure you include your name and the week number at the top of your typed report.

**Week 1 Topic:**
Planning is crucial for any business professional. Develop a “Plan of Action” for your internship based on the objectives and tasks described in your Learning Contract. For each specific objective, indicate which tasks will help you achieve your objectives and include a projected timetable. You should use this “Plan of Action” throughout the internship.

**Week 2 Topic:**
1. What is your overall impression of your sponsoring company, your on-site supervisor, and your work performance this week?
2. What were the most important experiences, positive or negative, you had during this week?

**Week 3 Topic:**
Frequently we learn by observing others. Observe your on-site supervisor this week. What does your supervisor do that is particularly effective? What does your supervisor do that might be ineffective? Have these observations had an impact on your approach to supervising people or on how to work effectively in a professional environment? Explain.

**Week 4 Topic:**
Observe the culture and structure of your sponsoring organization. Reflect and report on:
- Company culture;
- Dominant values;
- Unspoken codes of behavior;
- Rules and roles.

**Sponsoring Organization**
a) How does your area of the organization fit into the total organization? Find or create an organizational chart for your organization.
b) How long has your organization and your area been in existence?
c) How large is your organization and your section of it?
d) What kind of financial resources does your section of the organization have?
e) What are the backgrounds and job responsibilities of the people in your area?

f) What do the people in your area of the organization do? How do they dress? Behave? Speak?

g) Are there any recent changes that your organization and area are responding to (e.g., new leadership, loss of income)?

h) Describe the primary clients/customers of your organization. Do you interact with them? What do they look like? How do they behave?

**Week 5 Topic:**
1. How successful have you been so far in keeping on schedule and in meeting your goals as set forth in your “Plan of Action”?  
2. Describe problems or conflicts you have encountered. What concerns do you have about the successful completion of your internship? If your faculty internship advisor can offer advice or help please indicate how.

**Week 6 Topic:**
1. As you reflect on your internship so far, what courses which you have taken at MSU have been the most helpful? Why?  
2. What seems to have been lacking in your education so far at MSU? How can you address this gap?  
3. What recommendations can you make to the JJCBE regarding improving the curriculum to address your concerns?

**Week 7 Topic:**
Choose a critical incident that took place this week (something that had a strong impact on you in terms of your objectives). Reflect and report on the following:  
1. Identify the event or occurrence with as much specificity as possible (i.e., the problem to be solved, issues involved, etc.).  
3. Describe the people involved and their relationships to you and to each other.  
4. Describe your role in the situation—what you did, how you behaved.  
5. Analyze the incident. How well or badly did you understand the situation? How did you handle it? What would you do differently next time? Why?  
6. Analyze this incident in terms of its impact on you and explain why you view it as “critical.” How does it relate to your learning objective(s)? What have you learned from the experience? How has your perspective been changed and/or reinforced? Where do you go from here?

**Week 8 Topic:**
Business professionals stay current by reading business-related magazines and newspaper articles. Find an interesting accounting-related article, read it, and briefly summarize it. What did you learn from the article? Can any of this learning be applied to your internship project?

**Week 9 Topic:**
1. Make a list of all the benefits to you as a result of this internship experience.
2. Outline a 30-minute presentation you could give to potential interns at the JJCBE (that is, students who are still just considering internships and need to be persuaded of their value).

**Week 10 Topic:**
Interview your on-site supervisor and obtain your supervisor’s opinions regarding the value of internships as it impacts hiring of new graduates. List the questions you asked and the responses you received.

**Week 11 Topic:**
Evaluating the internal environment of your sponsoring organization. Include:
- **People:** Who works in your organization? How qualified are they for their jobs? What are their approximate salary ranges? Do people seem content or not? Why?
- **Structure:** Who has authority and/or influence over whom? Why? How?
- **Decision Making:** What are the major decision-making structures and bodies in your organization? How autocratic or democratic is it? How well does it function?
- **Leadership:** Who are the leaders in your organization? Who makes things happen? Are these people also the management or are there non-management people who seem particularly powerful? Explain how.
- **Processing of Information:** How is information processed in your organization? How do people find out what they need to know in order to make decisions?
- **Funding/Budget:** Where does the money come from to operate your organization? Look at operating budgets for your area or for the organization as a whole. Evaluate the quality of the budgets. What are the financial needs of your organization? The financial outlook?
- **Your On-Site Supervisor:** What motivates your on-site supervisor? What sort of supervisory style does your supervisor use with you? With other workers?

**Week 12 Topic:**
1. Write a description of your internship that could be used on a résumé. Emphasize your accomplishments using action verbs. This is your chance to show potential employers that you have had relevant work experience.
2. Solicit your supervisor’s evaluation (use the Internship Performance Evaluation provided in the Accounting Internship Packet and have your supervisor send it directly to the address at the bottom of the form).

**Week 13 Topic:**
1. Write an outline of your final report. Focus on learning through applying concepts from your business courses.
2. Do you have any suggestions for making this a better program for future interns?

**Week 14 Topic:**
1. Provide an in-depth self-evaluation of your performance during this internship.
   a) For each original internship objective, evaluate the progress you made toward achieving it, describing the aspects of your internship which relate to that objective.
b) Now that you have evaluated your experience in this way, make an appointment with your on-site supervisor to communicate your self-evaluation. Find out where your supervisor agrees with you and where you differ in your evaluations. Do the same thing with another intern or co-worker who has observed your work. Carefully consider their responses. Do their views about your progress change yours in any way?

**Week 15 Topic:**
1. Confirm that your supervisor has completed and sent the Internship Performance Evaluation to the JJCBE. Obtain a copy. Do you agree with your supervisor’s evaluation of your performance? If not, please elaborate.
2. As an intern, you have had access to information and people who may not be available to you at any other time. You have had access to people in different areas to whom you can talk and from whom you can learn. Evaluate how your internship has impacted your career plans. What specifically has changed as a result?

**Final Report (due by 5:00pm on the first day of finals week):**
Review all of your weekly reports and your Internship Performance Evaluation.
- Provide a brief introduction describing the company you interned with, including its line of business. Also indicate how you obtained the internship.
- What three (or more) specific business skills, concepts, models, etc. have you learned from your internship? These might range from a specific IT application to a particular “soft” skill such as negotiation. Give examples of how you have learned these skills, concepts, etc.
- What was your greatest accomplishment during your internship?
- Did you achieve all of your learning objectives? If not, what prevented you from doing so?
- What surprises you about what you have learned from your internship?
- How is what you have learned at your internship consistent or inconsistent with what you have learned in the classroom?
- What have you learned about your own personal and professional strengths, weaknesses, and interests?
- What is your plan for improving upon your weaknesses?
- What is your plan for building on your strengths?