Seidman College of Business  
Accounting Internship Learning Objectives

Student Name:______________________________  Major:______________________________

Internship Title:______________________________________________

Company/Employer:__________________________________________

By doing the tasks checked below, my participation in this internship will allow me to explore different work environments and organizational cultures, learn to interact with diverse personalities, and assist me in determining if I am well-suited to career opportunities in this field:

✓ Analyze how this internship fits into my career goals.

Public Accounting - Tax:
- □ Gain insight into professionalism within CPA firm and professionally working with clients.
- □ Develop an understanding of the tax software the firm uses to prepare client returns.
- □ Gain a further understanding of the IRS code and preparation of individual tax returns for clients.
- □ Gain further understanding of the IRS code and preparation of corporate/partnership tax returns for clients.
- □ Learn the process of completing a tax return from inquiry, gathering information, client follow-up, and completion of the return.
- □ Understand how a firm trains its personnel and how training enhances work requirements.
- □ Develop a skill set of gathering questions and asking appropriate personnel for assistance.
- □ Develop skills required to interact with other professionals at varying levels for example: partners, managers, senior associates, staff, and office staff.
- □ Develop time management skills and the ability to be responsible for more than one project at a time. Also, develop organizational skills of tracking time when working on a project.

Public Accounting – Audit:
- □ Gain insight into professionalism within a CPA firm and working with clients.
- □ Develop an understanding of the audit software the firm uses.
- □ Gain a further understanding of the auditing statements and concepts and the cycle of an audit.
- □ Gain a further understanding of the audit program and the steps involved in auditing various accounts.
- □ Learn the process of documenting audit work performed throughout, and upon completion and wrap up phase of the audit.
- □ Understand how a firm trains its personnel and how training enhances work requirements.
- □ Develop a skill set of gathering questions and asking appropriate personnel for assistance.
- □ Develop skills required to interact with other professionals at varying levels for example: partners, managers, senior associates, staff, and office staff.
- □ Develop time management skills and the ability to be responsible for more than one project at a time. Also, develop organizational skills of tracking time when working on a project.

Corporate Accounting:
- □ Gain insight into professionalism within a CPA firm and working with clients.
- □ Develop an understanding of the accounting software the firm uses.
- □ Learn methods of analyzing the general ledger and how information is integrated into the financial statements.
☐ Develop techniques to reconcile accounting on the general ledger and how to resolve discrepancies.
☐ Develop skills needed in communicating with customers and the public regarding settling accounts or discrepancies.
☐ Gain a further understanding of the accounting systems and the monthly accounting and reporting cycle.
☐ If internship requires assisting with the audit, gain a further understanding of the audit requirements and assisting auditors with workpaper requests.
☐ Learn the process of documenting work performed on projects and communicating effectively with supervisors and other company personnel.
☐ Understand how a firm trains its personnel and how training enhances work requirements.
☐ Develop a skill set of gathering questions and asking appropriate personnel for assistance.
☐ Develop skills required to interact with other professionals at varying levels throughout the company.
☐ Develop time management skills and the ability to be responsible for more than one project at a time.

_________________________________________ Professor Rita Grant, Accounting Internship Coordinator Signature

_________________________ Date