Barney School of Business
UNIVERSITY OF HARTFORD

Department of Accounting and Taxation
Graduate Internship Contract

DIRECTIONS: Please attach supervisor’s business card to this contract.

Student Name: _________________________________________ ID#: ________________
Local Address: __________________________________________________________________

Phone: (H)_____________________________ (W)________________________________
Faculty Internship Supervisor: _________________________________________________
This Contract is for: Fall ______ Spring _______ Summer _______ Academic Year_______

Sponsoring Organization: ______________________________________________________
Address: ____________________________________________________________________
Phone: ______________________________________________________________________
______________ Zip: ______________
Name of Org. Intern Supervisor: _________________________________________________
Phone No. & Ext. of Supervisor: _________________________________________________
Fax No. of Supervisor:_________________________________________________________
Student’s Title: _______________________________________________________________
Course No.: AC985 CRN__________ Semester__________ Credit Hrs.________
(Minimum Requirements: 75 hours in work experience per academic credit hour)
Approximate number of hours per week to be spent with sponsoring organization: _____
____________________________________________________________________________
Starting Date: _______________________ Completion Date: _______________________

Signature of Student:______________________________ Date:_______________________

Signature of Supervisor:____________________________ Date:______________________

Signature of Faculty Supervisor:______________________ Date:_____________________
Job Description

II. Provide a detailed description of your responsibilities. These responsibilities should relate to your educational goals below.

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Educational Goals

III. What are your learning objectives for enrolling in the Barney School Internship Program? Please use specific examples.

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Student Evaluation

The following are the components of the student's grade in the course:

1. An evaluation form will be sent to the supervisor during the last week of the semester by the faculty intern advisor. The supervisor will return this form directly to the advisor. This evaluation will constitute 50% of the student’s grade.

2. The other 50% is composed of two requirements:
   a. the student will submit weekly or bi-weekly journals via email (beginning in the first 2 weeks of classes or whenever you begin work) describing what he/she is learning and accomplishing during the internship; and
   b. the student will submit an 8-10 page paper (double-spaced) at the end of the semester that discusses the internship, the education goals that were accomplished and describes the student’s reactions to full-time employment in the accounting profession. ALL DUE DATES ARE LISTED ON THE COURSE SYLLABUS WHICH CAN BE FOUND ON THE BLACKBOARD COURSE FOR AC985.