## GUIDE FOR EMPLOYERS OF STUDENT INTERNS FROM THE MPA PROGRAM AT THE UNIVERSITY OF TEXAS AT AUSTIN

Thank you for supporting the University of Texas Accounting Internship Program.

Your willingness to do so contributes significantly
to the professional education of our students.

We are deeply appreciative of your support of our accounting programs.

Attached are two items for your review. Both forms should be returned to the MPA Program Office.

- The first is the <u>Accounting Internship Information</u> form that should be completed and returned within two weeks of the start of the internship.
- The second is the <u>Accounting Internship Evaluation</u> form that should be completed and returned within two weeks of the end of the student's internship.

If you have any questions about the internship program, please contact the MPA Program Internship Coordinator at 512-471-6559 or <a href="mailto:MPAAccountingInternships@mccombs.utexas.edu">MPAAccountingInternships@mccombs.utexas.edu</a>

## **Accounting Internship Information Form**

To enhance the education of accounting students at The University of Texas at Austin, the faculty encourages internships as a formal part of our graduate accounting program. As a part of our evaluation process, we would appreciate receiving from you the information requested below, either on this form or via a separate statement.

Stu	ndent's Name	UT EID _	UT EID				
Em	nployer/Firm						
Ad	dress	Phone	Phone				
Suj	pervisor (Person completing form)	E-mail address	s:				
1.	Briefly describe the objective of your internst	hip program.					
2.	Briefly describe the internship work experie supervision.	ence, including the nature of various	s job assignments and level of				
3.	Briefly describe training programs provided l	by the employer for the student durin	g the internship.				
	the intern's employer, we understand that acc						
Sigi	nature	Title	Date				
	Please return this form with	hin two weeks of the <b>start</b> of the inter	nship to:				
via	Mail via E-mail		via Fax				

Internship Coordinator MPA Program Office; UT-Austin 2110 Speedway, Stop B6400 Austin, TX 78712-1281  $\underline{MPAAccountingInternships@mccombs.utexas.edu}$ 

## **Accounting Internship Evaluation Form**

Student's Nam		UT EID						
Employer/Firm	n							
Address	-						Phone	
Supervisor (Pe	on completing form)	E-mail Address						
Internship Star	Oate	Internship End Date						
Area of Work	(i.e	e., Tax, Audit, etc.)						
		vide your assessment of sponding to the followin						
1	l <b>.</b>	Academic preparation fo	or internship EXCELLENT 1	ex <sub>]</sub>	p <b>erience.</b> AVERAGE 3	4	<i>POOR</i> 5	
2	2.	Motivation and attitude	EXCELLENT 1	2	AVERAGE 3	4	<i>POOR</i> 5	
3	3.	Interpersonal skills.	EXCELLENT 1	2	AVERAGE 3	4	<i>POOR</i> 5	
4	l.	Oral Communication sk	<b>ills.</b> EXCELLENT 1	2	AVERAGE 3	4	<i>POOR</i> 5	
5	5.	Written communication	<b>skills.</b> <i>EXCELLENT</i> 1	2	AVERAGE 3	4	<i>POOR</i> 5	
6	<b>5.</b>	Excel skills.	EXCELLENT 1	2	AVERAGE 3	4	<i>POOR</i> 5	
7	7.	Research skills (issue ider	ntification, anal EXCELLENT 1		, and/or resolu AVERAGE 3	ution). 4	<i>POOR</i> 5	UNKNOWN 6
Areas of stro	eng	gth: (Use additional pages	as necessary.	)				
Areas of wea	akı	ness: (Use additional pages	s as necessary	7.)				
Signature			Title					Date
via Mail		Please return this form w	vithin two wee via E-mail	eks o	of the <b>end</b> of	the in	ternship t	o: via Fax
_	ım	rdinator Office; UT-Austin 7, Stop B6400	MPAAco	<u>count</u>	ingInternships (	@mcco	mbs.utexas.	edu 512-471-3365

Austin, TX 78712-1281

\*Please note: Since internships are an important part of our students' educational experience, we strongly request that your share your candid feedback with them regarding their work strengths and areas for improvement. Should the student request a copy of this evaluation form, it will be given to them as it is a part of their academic record.