

A.A.S. FINANCIAL ACCOUNTING INTERNSHIP COMPETENCY EVALUATION

Student Name: _____

Semester: _____

Competency List	Start of Semester	End of Internship Evaluation
<i>Note: Although an intern is normally not able to apply all competencies during the internship, it is expected that many, if not most, of the competencies listed below will be successfully demonstrated during the internship. If at any time you have questions or concerns, please call Kitt Finlinson at 801-524-8165 or email kfinlin@ldsbc.edu.</i>	Not Applicable to Internship (NA)	Circle a number from 0 to 10 (0=not applied; 5=poor; 7=average; 10=excellent)
1) Demonstrate professionalism in appearance, work ethics, and actions		
1.1 Prioritize and complete duties / assignments by deadlines.		0 - 5 6 7 8 9 10
1.2 Develop the ability to adapt and adjust schedule when necessary.		0 - 5 6 7 8 9 10
1.3 Represent company well by greeting customers, answering telephones, and working effectively with coworkers as required by performance of duties		0 - 5 6 7 8 9 10
1.4 Maintain personal and company integrity, ethics, and confidentiality.		0 - 5 6 7 8 9 10
1.5 Recognize the effects of personal attitude on organizational effectiveness.		0 - 5 6 7 8 9 10
2) Communicate and listen effectively—both verbally and in writing		
2.1 Understand the basics of effective communication.		0 - 5 6 7 8 9 10
2.2 Develop written communication skill using acceptable formats.		0 - 5 6 7 8 9 10
2.3 Develop etiquette and customer-service techniques.		0 - 5 6 7 8 9 10
2.4 Demonstrate interpersonal communications skills through any collaborative projects with other employees.		0 - 5 6 7 8 9 10
2.5 Demonstrate effective listening skills.		0 - 5 6 7 8 9 10
3) Use analyzing, classifying, and recording skills in recording transactions		
3.1 Identify the main accounting processes effected by the accounting system		0 - 5 6 7 8 9 10
3.2 Understand and perform accounting data entry tasks assigned.		0 - 5 6 7 8 9 10
3.3 Become familiar with company's accounting software data entry procedures		0 - 5 6 7 8 9 10
3.4 Analyze and review reports summarizing data entry procedures performed		0 - 5 6 7 8 9 10
3.5 Identify accounting procedures particular to the type of business, i.e. service, retail, manufacturing, etc.		0 - 5 6 7 8 9 10
3.6 Review and understand the company's chart of accounts		0 - 5 6 7 8 9 10
3.7 Identify and understand the company's revenue recognition policies and any other major accounting policies, such as accounting for inventories		0 - 5 6 7 8 9 10
4) Discover the company's form of operation – sole proprietor, partnership, corporation		
4.1 Identify the form of operation used by the company		0 - 5 6 7 8 9 10
4.2 Determine possible reasons why particular form of operation was adopted		0 - 5 6 7 8 9 10
4.3 Discover the federal form used to report income earned in the operation		0 - 5 6 7 8 9 10
5) Participate in the company's month-end closing process		
5.1 Review a month – end trial balance prior to adjustment		0 - 5 6 7 8 9 10
5.2 Review and / or participate in the compilation of month – end adjusting entries		0 - 5 6 7 8 9 10
5.3 Prepare a list of the normal adjusting entries used by the company		0 - 5 6 7 8 9 10
5.4 Identify and understand the methods of depreciation used for book purposes		0 - 5 6 7 8 9 10
5.5 Recognize intellectual property and copyright issues when using Web information.		0 - 5 6 7 8 9 10
6) Compute key operating ratios using the company's recent financials		
<i>Note: Procedures for section #6 are dependent completely on the company management's willingness to share the financial statement information of the company with the student.</i>		

Student Name: _____

Semester: _____

Competency List	Start of Semester	End of Internship Evaluation
<i>Note: Although an intern is normally not able to apply all competencies during the internship, it is expected that many, if not most, of the competencies listed below will be successfully demonstrated during the internship. If at any time you have questions or concerns, please call Kitt Finlinson at 801-524-8165 or email kfinlin@ldsbc.edu.</i>	Not Applicable to Internship (NA)	Circle a number from 0 to 10 (0=not applied; 5=poor; 7=average; 10=excellent)
<i>Hence, any section #6 requirements are optional according to the sole discretion of management of the company.</i>		
6.1 Compute the operating gross margin of the company		0 - 5 6 7 8 9 10
6.2 Compute the normal liquidity ratios, i.e. current ratio, quick ratio		0 - 5 6 7 8 9 10
6.3 Compute receivable turnover, inventory turnover, asset turnover, as applicable		0 - 5 6 7 8 9 10
6.4 Compute profitability ratios – return on assets, return on equity		0 - 5 6 7 8 9 10
6.5 If a corporation, compute earnings per share and book value per share		0 - 5 6 7 8 9 10
7) Communicate perceptions, suggestions to management		
7.1 Communicate in writing at least one suggestion for improvement		0 - 5 6 7 8 9 10
7.2 Record in a brief report the management response to the suggestion.		0 - 5 6 7 8 9 10

Start of Semester Approval of Competencies to be Demonstrated During Internship: *(Intern is required to return original copy of all pages to Internship Advisor for final approval before end of second week)*

Student Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Internship Advisor Signature: _____	Date: _____

End of Semester Competency Evaluation Signatures: *(Rank All Competencies except those marked as NA and return by April 28)*

Student Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____