**Internship Report Outline**

Faculty of Accounting – Ton Duc Thang University (TDTU)

*Last updated on 14th Feb, 2017*

*The purpose of the Internship Report is to describe students’ opportunity to apply their knowledge and skill in a professional setting with practical accomplishments in their internship period. Students also demonstrate what they have learned and got experiences in actual accounting departments.*

**1. Title Page**

First page should display: Student’s full name, ID student number, internship period (start and finish dates, working hours per week, company/institution name.

Note. This page should be ***signed and stamped by the supervisor*** of the intern company.

**2. Executive summary**

Length of a brief of Executive Summary is **one page**. Student shortly summarizes the major activities carried out during the internship period.

**3. Table of contents**

Contents of the report with page numbers, list of table and (or) list of figures (optional)

**4. A reference list**

This page is on **the last page** of the report providing appropriate details to enable the reader of the report to locate and verify the sources student has used. The purpose of the reference list is to prove that student have used the sources of research to completed the report.

**5. Detail contents**.

The length of **this section** is **at least 20 pages, no more 40 pages**. Students should follow the below basic suggestions and then create by yourself more ideas in order to make the report completely.

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| **Contents** | **Suggested pages** |
| **1. An overview of previous report**  Students should find out and research the number of former internship reports in term of Accounting/ Auditing. Giving a brief overview of collected internship reports, students will find out and describe what should be the key points correlated to your report. *(Remember quoting the reference resources)* | No more 2 pages |
| **2. Introduction of Company/ Institution**   1. **Introduction**  * What is the full title of the company/ institution? * Give a brief history of the company.  1. **Organisational structure**  * Provide an organization chart of the company, along with information on the number of employees. * Provide a list of functions performed by different departments in the company.  1. **Products/ service offering**  * What is the sector that the company operates in? * Specify the products and services produced and offered to its customers.  1. **Vision for the future**  * What are company’s strategies in the long-term and short-term future in order for the sustainable development? | 5 – 8 pages |
| **3. Internship Procedure**   1. **Internship activities**  * Describe your working conditions and functions, such as: which department do you work in? Who is your supervisor (his/her name and his/her working position). Other teams or departments that their functions are to complete your tasks, etc. * **List** all your internship tasks, **detail** every task and **specify** your responsibility including paperwork, professional task specially accounting/auditing tasks * How well did students complete every task? * What have students gained throughout internship activities?   *\* Students should appreciate* ***any*** *opportunity to learn new skills or increase your knowledge.*   1. **Actual situation of Accounting/ Auditing procedure**   Students should choose **A or B** correlated to student’s specific job in the company. Students also show some work samples that you have approached in the company illustrated by graphs, pictures, data, drawings or designed calculation.   1. ***Accounting procedure*** *(students are required to investigate and present clearly in every accounting working)*  * What kind of significant accounting standards and principles are used in the company? * Describe the working process throughout each department within the company. (Moreover, student should focus more on accounting department’s procedure). Provide the quality planning and control activities in the internship company. * Provide the routine for products or services, and then describe the quality control activities throughout the life cycle of the products/ services group? * What kinds of incentives are used in order to create more efficient enterprise? * Describe what kind of working documents and analysis you have done. * General working (nature and regulation of recording) * Calculated methods (optional) * Legal document procedure. * Recorded accounts. * Business transactions and event during the fiscal year * Transaction recording  1. ***Auditing procedure*** *(students must show practical detail jobs in term of auditing)*  * What kinds of audit services are conducted in the company? * What is the general audit procedure in the internship company? * Describe the working process throughout each department within the company. (Moreover, student should focus more on auditing procedure). Provide the quality planning and control activities in the internship company. * Provide the routine for auditing services, and then describe the quality control activities throughout the life cycle of the auditing services group? * What kinds of incentives are used in order to create more efficient enterprise? * Describe what kind of working documents and analysis you have done. * Describe practical procedure/ methods to identify financial statement assertions, assessment of risk and material, collection of audit evidence, sampling, etc. * Identify an example of Procedure to identify financial statement assertions in a particular company’s customer.  1. **Conclusion**   Summaries of key conclusions derived from the internship experience and give your opinion conducted from the period of internship. | 4-5 pages  10-15 pages |