Accounting Internships
The Do's and Don’ts to Success

Ball State University

Honors 499
Honors Thesis

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Abstract

This project, comprised of a paper and a brochure, is meant to be a guide for current and future accounting majors. Our goal is to help them successfully go through the various steps of an accounting internship: finding potential internship positions, completing the vigorous interview process, and realizing an educational, as well as successful, job experience.
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Introduction

According to Webster’s Dictionary, an intern is “an advanced student or recent graduate in a professional field (as teaching) who is getting practical experience under the supervision of an experienced worker” (Intern 2002). The following thesis will explain the internship process that Katrina Chrisman and Jessica Gooselaw underwent and provide information regarding the internship procedure.

Purpose

We, Katrina Chrisman and Jessica Gooselaw, participated in accounting internships during the summer of 2004. The act of obtaining an accounting internship can be difficult and time consuming. Many students, including ourselves, must go through this ordeal. We hope this project will allow prospective accounting interns to learn from the knowledge we have gained through our research and personal encounters.

Ball State University’s Accounting Internship Program

Ball State University’s Miller College of Business offers students the opportunity to earn credit hours for the completion of a qualified accounting internship. Whether the student is interested in an accounting career in a CPA firm, a corporation, or a division of the government, the Accounting Department will work with them towards a successful and educational experience (Internships 2005).

Depending on the length and time commitment the internship requires, a student may earn three or six credit hours (Ball State 134). In order to receive the allotted credits, the student must
complete and submit a periodic journal of his or her activities on the job. The intern may also include impressions of the overall work environment in his or her entries. These journal entries must then be submitted to the Internship Coordinator of the Accounting Department at specified intervals.

Our Experiences

In the following two sections we will discuss our journeys through the interview and internship process. We will explain our encounters with the topics we used in our surveys of students and employers. For example, when we describe what we wore to the interview it is in correlation to a question we employed in the surveys.

Katrina’s Story

My name is Katrina Chrisman and I will be graduating with 141 credit hours in May of 2005. At that time, I will obtain a Bachelor’s of Science in Accounting with an Economics minor. The following summer, I will be taking three more classes during the first session. I am doing this in order to finish the requirement of 150 credit hours that Indiana has set as a prerequisite in order to take the CPA exam. I hope to take the exam later in the fall. During the summer semester of 2004, I completed an internship with ADESA Inc., a private car auction company that was in the process of going public.

Looking for an Internship

During my search for an internship, I used several venues to find potential employers. The ones that I found most useful were Cardinal View Jobs through the Ball State Career Center’s website and, eventually, my accounting professors. The internship opportunity with ADESA ended up falling into my lap during the
beginning of the spring 2004 semester. Though I knew that I was a little behind in my search, I was hesitant to sign up for any interviews that were being conducted through the Career Center since I was uncertain whether I wanted to obtain an internship or full summer course load of classes on campus. Therefore, I had no real prospects. With great timing, Dr. Duncan forwarded an email that he had received to all accounting students in his class. This email included a letter from ADESA stating that the company would be ready to interview for an internal audit intern later that semester. I finally decided to try for the position when I concluded that the internship work experience outweighed anything I would get in a classroom.

Since I had never heard of the company, after I signed up for an interview, I immediately began researching the company. The main resources I utilized were the websites of ADESA and its affiliates to find out more information about the company. ADESA is a corporation that auctions used cars from over fifty auction sites around the United States, Canada, and Mexico. Since I knew nothing about cars or auctions, I found the literature online very helpful. I also began to use the Career Center’s resources, such as possible interview questions, to better acquaint myself with the whole process.

On the day of the interview, I chose a conservative pinstriped skirt suit to wear. This is one of my favorites, and it helped me feel confident in my appearance and myself, which countered my nervousness. I also brought a folder with me that contained a copy of my résumé, my official college transcript, and some reference
letters. I included the latter two since they were not required at the time of application, and I thought they might be helpful during the interview. Upon entering the interview, I shook hands with the company's representative and waited to be offered a seat before I sat down. My interview was less formal than I expected it to be. The interviewer had my résumé in front of him for reference. He mainly asked me about the programs I was involved in on campus. Since he himself had graduated from Ball State, he was familiar with most of my activities except from my involvement with the Bowling Club. He used this topic to explore my qualities and ability to explain them through past experiences. He asked me to explain how the team had helped me over the past few years of college. I explained that it had helped my discipline and time management abilities since I had to juggle homework with the frequent trips to tournaments. Throughout the interview, I maintained eye contact and really focused on listening to what the person was saying so I could also ask appropriate questions when the time came. One of the questions I asked was, "What are the opportunities for advancement within your company?" Another topic I enquired about was the type of projects that would be encountered during the internship. At the close of the meeting, I once again shook hands with the interviewer and asked him for his business card. Later that evening, when I returned home from campus, I used the information from the business card to write a thank you note to show my appreciation for the opportunity to be interviewed for the position.

Since this was the only internship for which I had applied, I was quite stressed for the next week while I awaited the response from
ADESA. At the end of the next week, I got a call from the gentleman that had interviewed me with an offer to join the company that summer as their internal audit intern.

**On the Job**

I began work a week after my spring finals were over. Since the computer ADESA was going to supply me was not ready at this time, I had to busy myself with reading their handbook, quarterly financial reports, and past audit reports to familiarize myself with the job. A week later the computer was ready, and I was able to delve into my job. I began doing various pieces of audit work for my co-workers who were auditing different auction sites. During the summer, I was able to be the audit staff who accompanied a senior staff person on audit trips to San Francisco, Kansas City, and San Diego. On these trips I performed audit procedures on different accounts. The main project I worked on was the human resources files. All businesses are required, by state and federal laws, to keep certain documentation on their employees. The corporate office also had standards for what should be in each employee’s file. My job was to take a selection of employees and test their files for the required paperwork using a document checklist.

Since I was expected to work a normal work week of forty hours, I never was absent unexcused. I was late a few times due to construction on my route to work and various car accidents which shut down entire roads. In these instances, I was excused since nearly everyone in the audit unit had the same problem. I rarely had down time, and when I did, I would help one of my co-workers with whatever audit they happened to be working on at the time.
There was only one occasion in which I had absolutely no work. This circumstance arose during a week when I was literally the only person in the office due to several audit trips my co-workers were taking. They had failed to set up anything for me to complete in their absence, and when I contacted them for an assignment they just told me to keep myself busy. Luckily, I had a perpetual project that took up at least some of my time each day. This project involved using a computer program to view the accounts receivable of a given auction site. With the information I was given from the external auditors, I would check the files for accuracy and make sure that the accounts were being paid in a timely manner.

**Looking Back**

Upon the completion of my internship, I had decided that I did not enjoy working at this particular company. I was not offered a position at ADESA, mainly because they did not see signs that I wanted a position, which was true. I did like the work that I was able to complete while on the job, which helped me to make up my mind about what career path I was more inclined toward within the field of accounting. Previous to the internship, I was really unsure as to what kind of career I wanted. The only thing I did know was that I did not want to do taxes for the rest of my life. By the end of the summer, I had decided that audit work was what I really wanted to do. I like the idea of being a corporate watchdog and making sure that companies are doing the right thing when it comes to the presentation of their financial data.

Looking back, there is very little that I would have done differently. I probably would have tried to show more interest in the company and some of the mundane tasks that I was asked to do, even if I
was not excited about it. This would have at least given the impression to my employers that I was interested in working at ADESA, which would have opened up my options for a future career path, even if it was not my top choice. All together it was a great educational opportunity that gave me hands on practical audit experiences that will help me in my future career. I do not regret completing my internship, and I am grateful that I did not trade this opportunity for a summer full of on-campus classes.

Jessica’s Story

My name is Jessica Gooselaw, and I will be graduating in May of 2005 with a Bachelor’s of Science in Accounting. During the summer of 2004, I was an intern at Defense Finance and Accounting Services (DFAS) in Indianapolis, Indiana. This accounting firm is a government accounting agency that primarily provides accounting and payroll services for the United States Military. During my internship, I worked in the Army Managerial Accounting Division. In the past, the Army had not kept the best accounting records. This resulted in double allocation or even double payment to different accounts. Most of my projects entailed looking at different accounting funds to find money that was being improperly utilized. Since I was working during the War on Iraq, my co-workers and I were trying to free up funds so that the war could have greater funding.

Looking for an Internship

During my hunt for an internship, I tried several different search methods. I utilized Cardinal ViewJobs, looked at companies interviewing on campus, and attended the Fall 2003 job fair. Through these searches, I narrowed my choices to just the companies that I was interested in. In the end, I interviewed with
two companies, DFAS and Larry E. Nunn & Associates. After my first interview, I received an invitation to have a second interview with Larry E. Nunn & Associates. However, not long after, I received a job offer from DFAS. After weighing the two opportunities, I chose one over the other. This resulted in canceling my second interview with Larry E. Nunn & Associates and accepting the DFAS offer.

Before my scheduled interviews, I researched the companies. This included looking at each of the company’s websites and reading the material I had received from their representatives at the job fair. Utilizing the Career Center’s list, I also went over potential interview questions. To the interviews, I wore a conservative business suit and took a copy of my résumé with me.

At the start of each meeting, I made sure to shake hands with each of my interviewers. Upon their invitation, I took a seat first, and the interviews began. During the interviews, I made sure to listen and answer appropriately to the questions I was asked. Besides being asked common questions about my strengths, weaknesses, and goals, DFAS also asked me about my interests and the things that made me unique from other candidates. In turn, I asked DFAS about the differences in their two internship programs. I also asked each firm what the next step in the process would be. By asking questions, I was showing that I was interested in the interviewers, the position, and the companies. The day following the interview, I sent thank you notes to both of the interviewers.
On the Job

DFAS has a flex work schedule. This means that you can basically come in and work when you want, as long as you work for 40 hours each week. I would arrive at 7:45 every morning, and leave around 5:15 every evening. This would allow me to take a day off every other week. Through this schedule, I was never inexcusably late or absent.

My department was new, thus sometimes unorganized. When I was unsure of what to do on an assignment, I would ask questions first. However, sometimes an answer was not found. In these situations, I would work through the problem or work on something else for a while. When down time occurred, it was usually due to a lack of work. Being a new department, work was often slow in coming, and I was occasionally given projects from other departments. Instead of sitting around and doing nothing, I spent time getting to know my co-workers and acclimating myself to DFAS. Since DFAS is such a large company, there were plenty of online resources to acquaint myself with the company or to improve my skills.

During my summer internship, I spent the majority of my time analyzing various Army accounts. I would look for dollar amounts that were identical, and then I would research them to see if they were double entries, errors, or correct. When I was not working on these projects, I had separate assignments to work on. As part of the DFAS summer internship program, all interns are required to complete certain tasks. These tasks include taking online courses, job shadowing employees in other sectors of DFAS, and doing a
group project. My group project entailed analyzing the sick leave rates at DFAS, surveying employees to find out why sick leave is used, and presenting suggestions for decreasing the rates.

Looking Back

Upon completing my internship, I was asked to send a copy of my résumé to DFAS. However, I do not choose to work in Indianapolis permanently, and therefore, I did not submit it. Thus, I was not offered a job. Through my internship experience, I became more interested in the accounting field. At times throughout my classes, I had wondered whether accounting was for me. This internship showed me that accounting could be an exciting and interesting career option.

I enjoyed my time working for the government. Some of the best things, in my opinion, are the location flexibility and the job security. As a government employee, I could live almost anywhere in the world. Also, the government is always going to be around, so I would feel secure in my job.

Looking back, I wish that I had spent more time learning about other areas within DFAS. DFAS is such a large organization, and there are so many opportunities that I probably do not even know exist. I also wish that I had spent more of my down time trying to find other projects. I think that showing more initiative would have been very beneficial.

Surveys

To help us determine other students’ experiences with the internship process, we decided to utilize a survey. After some consideration, we
thought that it would also be helpful to question employers on their thoughts regarding internships and the internship process. The following sections will explain the processes that we went through to create the surveys and attain the responses.

**Making the Surveys**

Over the course of several weeks, we discussed the areas of internships that we were interested in learning more about. Knowing that certain aspects of the job were more important to our research than others, (for example, we didn’t need to know how much an intern got paid or how long their lunch break was) we tried to concentrate on topics that would be beneficial to future interns who might read our work. As we jotted our ideas down, we were able to notice trends. We had questions that would fit into five basic categories: obtaining an internship, preparing for an interview, the interview, post-interview and having a successful job experience.

Katrina developed several surveys during her summer as an intern with ADESA. She was able to use this knowledge to format the surveys that we sent out. After several trials and errors, both an employer survey and a student survey were ready to be sent out.

**Finding the Students and Companies**

Knowing that we only wanted Ball State University accounting students and the companies that had hired them for the survey, we contacted Dr. James Duncan, Ball State University’s Accounting Internship Coordinator. Dr. Duncan provided a list of recent interns, as of the summer of 2004. The survey was emailed to all twenty-five of these interns and twelve of them responded. (For a
copy of the email sent, a blank survey, the respondents’ surveys, and the data chart, please see Appendix A.)

Dr. Duncan also provided the names of five companies that had recruited Ball State University Accounting students for internships. To obtain more companies, we utilized the list of job openings available through Cardinal ViewJobs. We looked at companies who had interviewed Ball State University accounting students for internships in past years. Then email surveys were transmitted to all of the companies found. Out of the eighteen companies that were emailed, eleven of them responded. (For a copy of the email sent, a blank survey, the respondents’ surveys, and the data chart, please see Appendix B.)

**Student Incentive Program**

Knowing how hard it is to get students to voluntarily respond to emails, we were not as likely to have responses if there was not an incentive program. After questioning Dr. Duncan on the ethical issues of offering a prize incentive, we finally decided to offer a gift certificate to a local restaurant. Once the survey responses were received, all of the students who replied were entered into a program, which would randomly pick a winner. We found our randomizer through www.google.com, and it is available for use at www.randomizer.org. Once the randomizer was used, Laura Rogers was the lucky winner of the $20 gift certificate to Chili’s.

**Employer Reactions**

Upon receiving answers from the companies, we were pleasantly surprised at several of the responses. Not only were employers happy to help us, they were enthusiastic about the work that we
were doing. Several companies said that they were glad we would be helping future interns to be more prepared for their interviews and jobs.

**Tallying the Answers**

All of the surveys were totaled into either the student or the employer spreadsheet. Each respondent was given a line, and his or her information was placed in the subsequent cells. The title of each of the five categories and a summary of the questions pertaining to that topic, were placed at the top of the sheets. In the rest of this paper, we will refer to the resulting spreadsheet as the data chart.

In the following sections, the word “majority” is used a handful of times. Majority can mean several different things; however, for our purpose and when used in this thesis, it means 90 percent or more.

**Results of the Surveys**

After compiling the data into the data chart, we summarized our findings involving the student and employer answers. The following two sections are the result of this consolidation. In the conclusion, we will discuss the differences and commonalities between the two sections.

**Student Responses**

When it comes to the proper ways to act in interviews and on the job, students have differing opinions. By examining other students’ experiences, students can feel more at ease knowing what others have done and have the opportunity to follow successful examples.
The following outlines the general beliefs held by students and the practices they follow.

The majority of the students who responded had applied for at least three internships. Most of these people were then granted interviews for each of the internships they had applied for. According to students, these internship opportunities can be found in a variety of places. While most students attended campus career fairs, visited the career center, and searched on Cardinal View Jobs, others investigated additional sources. Some students relied on networking as their primary source. They talked with people they knew, such as professors, and some attended Beta Alpha Psi events. One student even went about things the old fashioned way and called different companies to see if they had any internship opportunities available. Another student looked through the classifieds.

When it came time to start thinking about the interview, all of the students had a couple of things in common. They all researched the company, and they all wore business attire to their interview. In this case, business attire refers to a business suit.

Though it is commonly recommended, a surprisingly 58 percent of respondents had studied questions that they might be asked. On the flip side, 92 percent said that they had thought of questions they could ask the interviewer.

During the actual interview, most of the respondents answered similarly. The majority of them had taken their résumé with them,
and all of them had shaken hands at the beginning and end of the interview. When asked who was seated first, four students responded that they did not remember, three responded that the interviewer sat first, and five responded that they, as the interviewee, sat first.

Once the interview was over, 75 percent of the responders replied that they followed etiquette and sent a thank you note. In terms of receiving an answer about the internship, the responses varied. Five responded that it only took a couple of days to hear from the company, and another five answered that they did not hear from the company for two to three weeks. On average, a student expects to wait at least one week before getting an answer.

When asked about his or her attendance on the job, eight students responded that they were never inexcusably late for work. Of the other four students, they were late once due to either traffic or, as one intern put it, partying too late the night before. In terms of unexcused absences, 83 percent of students responded that they were never absent. The two students who responded differently both said that they called their employer’s home with their excuses. If an intern gets stuck on an assignment, what do they do? A sound 92 percent said that they would ask questions of co-workers. The one student who answered differently said that he or she would work through it. The following question on the survey asked what interns did with their down time on the job. Some examples offered were: ask for something to work on, acclimate himself or herself to the job, play games/ search the internet/ read a book, act busy, talk to others, or anything else. Though a lot of people
would assume that young interns would mess around instead of work, a surprising 91 percent of those surveyed responded that they would ask for more work.

After the job was over, 75 percent of the interns surveyed said that they had the same or greater interest in continuing as an accountant. A little over half of the responders were offered a job from the internship employer.

**Employer Responses**

In this section, we used the information gained from our surveys of employers of Ball State account interns. The following outlines an ideal interview session based on what the employers look for during the interview and how they expect the potential candidate to perform on the job once they have begun work for the company.

Upon meeting, it is proper to introduce yourself and firmly shake the interviewer's hand. The student should also wait to be offered a seat before sitting down across from the company's representative. When interviewing for an internship position one should also bring a copy of his or her current résumé, as well as any other documentation that the company has requested. Some of these documents may include references, letters of recommendation, transcripts, and employment applications.

One hundred percent of the employers surveyed require the interviewee to have a professional appearance. This statement was also expanded upon by many of the people surveyed by saying that the student should appear confident, well-spoken, well-groomed, portray good manners, and be on time. Although only about 64
percent of the employers have a set bank of questions that they ask during the interview, they all believe that someone being interviewed by them should have appropriate questions in mind to ask them.

The most helpful information that we can provide future students to prepare them for their interviews would be data on what their interviewers deem as the positive and negative qualities a person can portray. Another helpful topic is employers’ view as the “kisses of death”, or the absolute worst things a candidate can do, during an interview. Armed with this information students can tailor their behavior and attitude to allow their best qualities to shine through.

When surveyed, the most commonly mentioned negative attributes that a student can exhibit are tardiness, poor communication, inappropriate attire, lack of confidence, lack of knowledge about the firm and position available, lack of enthusiasm, and attending the interview unprepared. The employers also wish to see that the candidate is involved on campus and can use one’s experiences as a way to illustrate his or her résumé.

The “kiss of death” of an interview is by far the most interesting and helpful piece of data that we were able to gain from these surveys. Conveying the above negative characteristics may not help a student’s situation, but the following could get them disqualified if the qualities are portrayed to the interviewer.

One employer, from a regional CPA firm, mentioned that the worst thing that a student could say during the interview would be that he
or she wants to work for one of the “Big Four” accounting firms. Since this particular employer was not a member of the “Big Four”, the interviewer obviously did not want to hear of career goals that did not apply to working for the employer. This statement coincided with another one made by an additional recruiter who said that she does not want to hear of the interviewee’s goals that are not applicable to a career in accounting. The example that she gave was that if a person is applying for an accounting position, he or she should not mention a goal of wanting to become a lawyer. Disinterest in the position that is being applied for is also a big no-no for one of the surveyed company’s representatives. When a student is blatantly disrespectful or only answering questions with a “yes” or “no”, it can cause him to lose major points as well. The final two examples of the absolute worst things that a person can do involve questions. The first instance could arise if a candidate were to ask questions that could be answered by reading the company’s website or other available literature. The second circumstance could present itself if the applicant were to answer questions, which were asked by the employer, with inappropriate examples. An inappropriate topic could include any of the following: religion, politics, and personal relationships. If a student uses any of the above actions during an interview for an accounting internship, he or she should not have high hopes for a job offer.

As far as job offers go, approximately 64 percent of the employers interviewed say they communicate their decision on whether or not they have chosen a given candidate within the next week. Although each of the employers find a thank you note to be proper
etiquette, the majority of them say that it has little or no influence on their final decision.

When the student receives the internship, there are several things that the employers believe make up a successful experience on the job. When it comes to attendance, all of the companies agree it is never acceptable to be inexcusably absent from work. Yet there is a two way split when the discussion turns to tardiness. Half of surveyed representatives say that it is alright to be inexcusably late only once, while the other half says that it is never acceptable.

If a student has a problem with something they are working on 100 percent of the employers agree that the intern should ask all the questions that the problem requires to be able to complete his or her work. Even if once the student starts working on the project again and still does not understand how to do it, the employers once again agree that he or she should ask more questions. If any down time occurs on the job, a majority of the employers stated that the intern should ask co-workers or supervisors for something else to do. Some of the other options that were given were for the student to use company resources to acclimate to the job, or talk to co-workers in order to facilitate team building.

At the conclusion of a successful internship, all of the surveyed employers stated that it is common for them to offer the student a job to come back to upon graduation. Once the offer is on the table, all the employers have to do is wait for a reply. About 91 percent of the companies reported that they have a post-internship
job acceptance rate of 75 to 100 percent, which tells us that the students deem their experiences successful as well.

Conclusions

As stated at the beginning, the purpose of our thesis is to help future interns with the rigorous process of finding and completing a successful internship. By surveying past interns and employers that offer accounting internships, we believe that we have uncovered some useful information.

Surprisingly, the data on the topic of thank you notes differed between the employer and student responses. Proper etiquette states that a thank you note should always be sent within a couple of days after an interview (Vogt 1994). Seventy-five percent of the students followed this etiquette rule and sent the thank you cards. However, the majority of employers stated that a thank you card had little or no effect on their decision. In fact, most employers stated that they had already sent their letter regarding the student’s job status before a thank you note would even have reached them. Another difference between the employer and student answers involves the career fair. While 100 percent of the employers state that they utilize career fairs in order to recruit interns, a mere 75 percent of the students who responded said that they had used the career fair to help in their internship hunt. Aside from these two differences, students and employers tended to agree on the other topics.

One thing we were hoping to find out was if employers from the different sectors desire varying attributes in the people they hire as interns. These sectors are public accounting firms, not-for-profit,
governmental, and corporate. From the data we collected, we have concluded that employers from one sector generally want the same characteristics that employers from the other sectors want. As long as the students have the required knowledge base of accounting and business classes, which all accounting majors in their junior or senior year should have, then they are good candidates. The students that apply for the internships should only apply after the requirements have been fulfilled. This means that the minimum required knowledge base has already been met. Aside from that initial education, these employers are looking for people that are ready and willing to learn about the job at hand. This includes a general interest in the overall career path of the position. Employers see internships as a chance to audition the student for a future career within their company. They would like students to be genuinely interested in the work and educational aspects, not just as a way to make money for the summer or earn class credits.

Overall the employers tend to see an internship position as an extended job interview. So if students can master the interview process, they should be able to have a successful job experience and even a future career. In the event that their internship is not what they were expecting, students at least have a better idea of what the real working world is all about, and hopefully, a clue as to what they would really like to do in the accounting field.
Appendix A: Students

Student Email
Blank Survey
Student Responses
Student Data Chart
Sample Student Email
Dear Accounting Student,

We are completing an Honors Thesis under the direction of Dr. Duncan. Our thesis involves doing research on the most productive ways to get internships and the important aspects that are taught while on the job. We would appreciate it if you would fill in the attached survey and send it back to us.

Please save the attachment to your computer. When you are responding, just click in each space. The answers are mostly multiple choice, so it is easy and fast for you fill out. Once you are done, please save it. Then send us an email with your saved response as an attachment. Please send it to Katrina at kkchrisman@bsu.edu.

The due date for your response to this survey is **Monday, February 14, 2005**.

You’re probably asking yourself why you should fill this out. Besides helping us, you will also be entered into a drawing to win a gift certificate for a local venue. We are sending this survey to you and 25 other students, so those are pretty good odds. The winner will be announced by Friday, February 18th.

Thank you for your help, and if you have any questions, please feel free to contact us.

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Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name:

Year:

A. Sophomore  B. Junior  C. Senior  D. Graduate

Company:

Position:

Type of Company:

A. Public  B. Private  C. Government

Supervisor’s Name:

Supervisor’s Email Address:

How many internships did you apply for?

A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for?

A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?  
(Examples: Internet, Career Fair, Networking)

Please specify:

What other sources, if any, did you use to search for internships?  
Please Specify:
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with?

A. Yes  B. No

Which best fits what you wore to your interview?

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed?

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview?

A. Yes  B. No

Did you take a copy of your resume with you to the interview?

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them?

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview?

A. Yes  B. No

Who was seated first at the beginning of the interview?

A. You
B. The Interviewer
C. Do Not Remember
Post Interview

Did you send the interviewer a thank you note after the interview?

A. Yes   B. No

How quickly did you receive an answer regarding whether or not you received your internship?

A. A Few Days
   B. A Week
   C. 2-3 Weeks
   D. A Month or Longer

Successful Job Experience (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)?

A. Never
   B. Once
   C. 2-4 times
   D. 5-7 times
   E. More than 7 times

Comments/Reasons (Optional):

How many times were you absent from work (unexcused)?

A. Never
   B. Once
   C. 2-4 times
   D. 5-7 times
   E. More than 7 times

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete?

A. Ask Questions
   B. Work Through It
   C. Work on Something Else
What did you do with your down time on the job?

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
   Please Specify:

Upon completing your internship did you receive a job offer from the company?

A. Yes  B. No

After completing your internship experience, how interested were you in continuing work in that field?

A. More interested  
B. Less interested  
C. About the same amount of interest
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For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Cheryl Beth

Year: D

A. Sophomore B. Junior C. Senior D. Graduate

Company: Shepard, Schwartz, & Harris Position: Staff
Auditor

Type of Company: CPA Firm

A. Public B. Private C. Government

Supervisor’s Name: Mary Fuller

Supervisor’s Email Address: mfuller@ssh-cpa.com

How many internships did you apply for? A

A. 1-2 B. 3-4 C. 5 or more

How many internships did you receive interviews for? A

A. 1-2 B. 3-4 C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

Please specify: Career Fair

What other sources, if any, did you use to search for internships?
Please Specify:
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A

A. Yes    B. No

Which best fits what you wore to your interview? A

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? B

A. Yes    B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A

A. Yes    B. No

Did you take a copy of your resume with you to the interview? A

A. Yes    B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A

A. Yes    B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A

A. Yes    B. No

Who was seated first at the beginning of the interview? A

A. You
B. The Interviewer
C. Do Not Remember

**Post Interview**

Did you send the interviewer a thank you note after the interview? B

A. Yes  B. No

How quickly did you receive an answer regarding whether or not you received your internship? A

A. A Few Days  
B. A Week  
C. 2-3 Weeks  
D. A Month or Longer

**Successful Job Experience** (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? A

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (Optional):

How many times were you absent from work (unexcused)? A

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete? A

A. Ask Questions  
B. Work Through It  
C. Work on Something Else
What did you do with your down time on the job? A

A. Ask for something to work on
B. Acclimate yourself to your job
C. Play games; Search the internet; Read a book; Make personal phone calls
D. Act busy
E. Talk to Co-workers
F. Other
   Please Specify:

Upon completing your internship did you receive a job offer from the company? A

A. Yes    B. No

After completing your internship experience, how interested were you in continuing work in that field? A

A. More interested
B. Less interested
C. About the same amount of interest
Accounting Internship: Student Survey
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For any multiple choice question type the letter of your choice in the space provided.

Student’s Name:Casse Wert

Year: D

A. Sophomore  B. Junior  C. Senior  D. Graduate

Company: McGladrey & Pullen, Katz, Sapper & Miller, Cinergy
Position:Intern

Type of Company: A, A, B

A. Public  B. Private  C. Government

Supervisor’s Name:Karen Wagner, JoDee Curtis, Jim Hummel

Supervisor’s Email Address:karen.wagner@rsmi.com  jcurtis@ksmcpa.com  jim.hummel@cinergy.com

How many internships did you apply for?  C

A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for?  C

A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

Please specify: Career Center, Job Fair

What other sources, if any, did you use to search for internships?
Please Specify:
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A

A. Yes  B. No

Which best fits what you wore to your interview? A

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? B

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A

A. Yes  B. No

Did you take a copy of your resume with you to the interview? A

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A

A. Yes  B. No

Who was seated first at the beginning of the interview? C

A. You
Post Interview

Did you send the interviewer a thank you note after the interview? A

A. Yes  B. No

How quickly did you receive an answer regarding whether or not you received your internship? B

A. A Few Days  B. A Week  C. 2-3 Weeks  D. A Month or Longer

Successful Job Experience (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? B

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional):

How many times were you absent from work (unexcused)? A

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete? A

A. Ask Questions  B. Work Through It  C. Work on Something Else
What did you do with your down time on the job? A

A. Ask for something to work on
B. Acclimate yourself to your job
C. Play games; Search the internet; Read a book; Make personal phone calls
D. Act busy
E. Talk to Co-workers
F. Other
   Please Specify:

Upon completing your internship did you receive a job offer from the company? A

A. Yes  B. No

After completing your internship experience, how interested were you in continuing work in that field? A

A. More interested  B. Less interested  C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Tina Hinze

Year: Junior 2004

A. Sophomore B. Junior C. Senior D. Graduate

Company: Peterson & Stahlbush, Inc.

Type of Company: Public

A. Public B. Private C. Government

Supervisor’s Name: Dorothy Dickerson

Supervisor’s Email Address: N/A

How many internships did you apply for? B

A. 1-2 B. 3-4 C. 5 or more

How many internships did you receive interviews for? B

A. 1-2 B. 3-4 C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied? (Examples: Internet, Career Fair, Networking)

Please specify: Networking

What other sources, if any, did you use to search for internships?

Please Specify: Career Fair, Career center, on campus interviews, and sent resume to accounting firms in the area
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A

A. Yes  B. No

Which best fits what you wore to your interview? A

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? A

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A

A. Yes  B. No

Did you take a copy of your resume with you to the interview? A

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A

A. Yes  B. No

Who was seated first at the beginning of the interview? A

A. You  B. The Interviewer
C. Do Not Remember

**Post Interview**

Did you send the interviewer a thank you note after the interview? A

A. Yes  
B. No

How quickly did you receive an answer regarding whether or not you received your internship? A

A. A Few Days  
B. A Week  
C. 2-3 Weeks  
D. A Month or Longer

**Successful Job Experience** (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? A

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (Optional): 5 out of 6 times I arrived 5 to 10 minutes early.

How many times were you absent from work (unexcused)? D

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (Optional): I made sure to call in advance at Dorothy's home. My children, husband, and I became extremely ill due to a combination of Strep Throat and the flu.

How did you handle an assignment you did not know how to complete? A

A. Ask Questions  
B. Work Through It  
C. Work on Something Else
What did you do with your down time on the job? A

A. Ask for something to work on
B. Acclimate yourself to your job
C. Play games; Search the internet; Read a book; Make personal phone calls
D. Act busy
E. Talk to Co-workers
F. Other
   Please Specify:

Upon completing your internship did you receive a job offer from the company? B

A. Yes       B. No

After completing your internship experience, how interested were you in continuing work in that field? C

A. More interested
B. Less interested
C. About the same amount of interest
Accounting Internship: Student Survey
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data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Tina Hinze

Year: Junior 2004

          A. Sophomore  B. Junior  C. Senior  D. Graduate

Company: Peterson & Stahlbush, Inc.  Position: Accounting

Type of Company: Public

          A. Public  B. Private  C. Government

Supervisor’s Name: Dorothy Dickerson

Supervisor’s Email Address: N/A

How many internships did you apply for? B

          A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for? B

          A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

Please specify: Networking

What other sources, if any, did you use to search for internships?
Please Specify: Career Fair, Career center, on campus interviews, and sent resume
to accounting firms in the area
**Preparing for an Interview**

Before you interviewed, did you research information about the company you were interviewing with?  A

A. Yes  
B. No

Which best fits what you wore to your interview?  A

A. Business Wear: Business Suit  
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels  
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt  
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed?  A

A. Yes  
B. No

Did you think of possible questions you could ask your interviewer at the end of the interview?  A

A. Yes  
B. No

Did you take a copy of your resume with you to the interview?  A

A. Yes  
B. No

**The Interview**

Did you shake hands with the interviewer upon meeting them?  A

A. Yes  
B. No

Did you shake hands with the interviewer upon the conclusion of the interview?  A

A. Yes  
B. No

Who was seated first at the beginning of the interview?  A

A. You  
B. The Interviewer
C. Do Not Remember

**Post Interview**

Did you send the interviewer a thank you note after the interview? A

A. Yes B. No

How quickly did you receive an answer regarding whether or not you received your internship? A

A. A Few Days
B. A Week
C. 2-3 Weeks
D. A Month or Longer

**Successful Job Experience** (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (Optional): 5 out of 6 times I arrived 5 to 10 minutes early.

How many times were you absent from work (unexcused)? D

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (Optional): I made sure to call in advance at Dorothy's home. My children, husband, and I became extremely ill due to a combination of Strep Throat and the flu.

How did you handle an assignment you did not know how to complete? A

A. Ask Questions
B. Work Through It
C. Work on Something Else
What did you do with your down time on the job?  

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
    Please Specify:

Upon completing your internship did you receive a job offer from the company?  

A. Yes  
B. No  

After completing your internship experience, how interested were you in continuing work in that field?  

A. More interested  
B. Less interested  
C. About the same amount of interest
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For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Ann Henry

Year: Senior
   A. Sophomore B. Junior C. Senior D. Graduate

Company: Ernst & Young
Position: Intern

Type of Company: A
   A. Public B. Private C. Government

Supervisor’s Name: Tyson Stuckey
Supervisor’s Email Address: Tyson.Stuckey@ey.com

How many internships did you apply for? B
   A. 1-2 B. 3-4 C. 5 or more

How many internships did you receive interviews for? 3
   A. 1-2 B. 3-4 C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied? (Examples: Internet, Career Fair, Networking)
   Please specify: Career Fair, Networking

What other sources, if any, did you use to search for internships? Please Specify:
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A

A. Yes  B. No

Which best fits what you wore to your interview? A

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? B

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A

A. Yes  B. No

Did you take a copy of your resume with you to the interview? A

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A

A. Yes  B. No

Who was seated first at the beginning of the interview? C

A. You
B. The Interviewer
C. Do Not Remember
Post Interview

Did you send the interviewer a thank you note after the interview? A

A. Yes       B. No

How quickly did you receive an answer regarding whether or not you received your internship? C

A. A Few Days
B. A Week
C. 2-3 Weeks
D. A Month or Longer

Successful Job Experience (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times
   Comments/Reasons (Optional):

How many times were you absent from work (unexcused)? A

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times
   Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete? A

A. Ask Questions
B. Work Through It
C. Work on Something Else
What did you do with your down time on the job? A

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
Please Specify:

Upon completing your internship did you receive a job offer from the company? A

A. Yes  
B. No

After completing your internship experience, how interested were you in continuing work in that field? A

A. More interested  
B. Less interested  
C. About the same amount of interest
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For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Kristi Schnell
Year: D
A. Sophomore  B. Junior  C. Senior  D. Graduate

Company: Cinergy  Position: Tax Department Intern

Type of Company: B
A. Public  B. Private  C. Government

Supervisor’s Name: Gregg Scott
Supervisor’s Email Address: gscott@cinergy.com

How many internships did you apply for? C
A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for? B
A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied? (Examples: Internet, Career Fair, Networking)
Please specify: networking

What other sources, if any, did you use to search for internships? Please Specify:
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with?  A

A. Yes  B. No

Which best fits what you wore to your interview?  A

A. Business Wear: Business Suit
B. Business Casual: Guys – slacks, dress shirt & tie; Girls – dress skirt/slacks, blouse & heels
C. Sunday Best: Guys – nice pants & shirt; Girls – dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed?  A

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview?  A

A. Yes  B. No

Did you take a copy of your resume with you to the interview?  A

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them?  A

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview?  A

A. Yes  B. No

Who was seated first at the beginning of the interview?  B

A. You
B. The Interviewer
C. Do Not Remember
**Post Interview**

Did you send the interviewer a thank you note after the interview?  

A. Yes  
B. No

How quickly did you receive an answer regarding whether or not you received your internship?  

A. A Few Days  
B. A Week  
C. 2-3 Weeks  
D. A Month or Longer

**Successful Job Experience** (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)?  

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (Optional):

How many times were you absent from work (unexcused)?  

A. Never  
B. Once  
C. 2-4 times  
D. 5-7 times  
E. More than 7 times

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete?  

A. Ask Questions  
B. Work Through It  
C. Work on Something Else
What did you do with your down time on the job? A,B, C,E

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
   Please Specify:

Upon completing your internship did you receive a job offer from the company? B

A. Yes  
B. No

After completing your internship experience, how interested were you in continuing work in that field? B

A. More interested  
B. Less interested  
C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Cassandra Springer

Year: C.
A. Sophomore  B. Junior  C. Senior  D. Graduate

Company: GE Medical Protective
Position: Accounting Intern

Type of Company: B.
A. Public  B. Private  C. Government

Supervisor’s Name: Ava Stefankiewicz

Supervisor’s Email Address: Rather not give for purposes of courtesy. Sorry.

How many internships did you apply for? B.
A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for? B.
A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

Please specify: I found out about several of the internships through the Career Fair and the Career Center Viewjobs website. Also through my Beta Alpha Psi meetings. The one I was accepted into was found by calling different companies in my hometown to see if they offered any internship opportunities.

What other sources, if any, did you use to search for internships?
Please Specify: None
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A.

A. Yes  B. No

Which best fits what you wore to your interview? A.

A. Business Wear: Business Suit
B. Business Casual: Guys -slacks, dress shirt & tie; Girls -dress skirt/slacks, blouse & heels
C. Sunday Best: Guys -nice pants & shirt; Girls -dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? B.

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A.

A. Yes  B. No

Did you take a copy of your resume with you to the interview? A.

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A.

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A.

A. Yes  B. No

Who was seated first at the beginning of the interview? A.
A. You
B. The Interviewer
C. Do Not Remember

Post Interview

Did you send the interviewer a thank you note after the interview? A.

A. Yes  B. No

How quickly did you receive an answer regarding whether or not you received your internship? C.

A. A Few Days
B. A Week
C. 2-3 Weeks
D. A Month or Longer

Successful Job Experience (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? C.

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (Optional): I lived about a half an hour away from my internship and I had to go through town to get to work, where the traffic was often heavy if I did not plan my time wisely. I was usually only late about 3-5 minutes.

How many times were you absent from work (unexcused)? A.

A. Never
B. Once
C. 2-4 times
D. 5-7 times
E. More than 7 times

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete? A.

A. Ask Questions
B. Work Through It
C. Work on Something Else
What did you do with your down time on the job?  A.

A. Ask for something to work on
B. Acclimate yourself to your job
C. Play games; Search the internet; Read a book; Make personal phone calls
D. Act busy
E. Talk to Co-workers
F. Other
   Please Specify:

Upon completing your internship did you receive a job offer from the company?  B.

A. Yes  B. No

After completing your internship experience, how interested were you in continuing work in that field?  C.

A. More interested
B. Less interested
C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Brandi Hobson

Year: C.
   A. Sophomore  B. Junior  C. Senior  D. Graduate

Company: Cinergy
   Position: External Reporting Intern

Type of Company: A.
   A. Public  B. Private  C. Government

Supervisor’s Name: Jim Hummel

Supervisor’s Email Address: Jim.Hummel@cinergy.com

How many internships did you apply for? B.
   A. 1-2  B. 3-4  C. 5 or more

How many internships did you receive interviews for? B.
   A. 1-2  B. 3-4  C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

   Please specify: Career Fair, Career Center, View Jobs,

What other sources, if any, did you use to search for internships?
   Please Specify: N/A
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A.

A. Yes    B. No

Which best fits what you wore to your interview? A.

A. Business Wear: Business Suit
B. Business Casual: Guys – slacks, dress shirt & tie; Girls – dress skirt/slacks, blouse & heels
C. Sunday Best: Guys – nice pants & shirt; Girls – dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? A.

A. Yes   B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? A.

A. Yes   B. No

Did you take a copy of your resume with you to the interview? A.

A. Yes   B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A.

A. Yes   B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A.

A. Yes   B. No

Who was seated first at the beginning of the interview? C.

A. You
B. The Interviewer
C. Do Not Remember
Post Interview

Did you send the interviewer a thank you note after the interview? A.

A. Yes  B. No

How quickly did you receive an answer regarding whether or not you received your internship? D.

A. A Few Days  B. A Week  C. 2-3 Weeks  D. A Month or Longer

Successful Job Experience (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? C.

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional): I don't remember, never more than 10 min. though

How many times were you absent from work (unexcused)? C.

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional): I always called in if I was going to be absent

How did you handle an assignment you did not know how to complete? A.

A. Ask Questions  B. Work Through It  C. Work on Something Else
What did you do with your down time on the job? A, E, C, B

A. Ask for something to work on
B. Acclimate yourself to your job
C. Play games; Search the internet; Read a book; Make personal phone calls
D. Act busy
E. Talk to Co-workers
F. Other
   Please Specify: Occurred in that order

Upon completing your internship did you receive a job offer from the company? Not technically, but am interviewing in April or May

A. Yes    B. No

After completing your internship experience, how interested were you in continuing work in that field? A.

A. More interested
B. Less interested
C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Ashley Buening

Year: c
A. Sophomore B. Junior C. Senior D. Graduate

Company: Alltrista CPC Position: Accounting Intern

Type of Company: A
A. Public B. Private C. Government

Supervisor’s Name: Kathy Grothe

Supervisor’s Email Address: does not work there anymore

How many internships did you apply for? a
A. 1-2 B. 3-4 C. 5 or more

How many internships did you receive interviews for? a
A. 1-2 B. 3-4 C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied? (Examples: Internet, Career Fair, Networking)
Please specify: Career Fair

What other sources, if any, did you use to search for internships?
Please Specify: Career Center
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with?  a

A. Yes           B. No

Which best fits what you wore to your interview?  a

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed?  a

A. Yes           B. No

Did you think of possible questions you could ask your interviewer at the end of the interview?  a

A. Yes           B. No

Did you take a copy of your resume with you to the interview?  b

A. Yes           B. No

The Interview

Did you shake hands with the interviewer upon meeting them?  a

A. Yes           B. No

Did you shake hands with the interviewer upon the conclusion of the interview?  a

A. Yes           B. No

Who was seated first at the beginning of the interview?  b

A. You
B. The Interviewer
C. Do Not Remember
Post Interview

Did you send the interviewer a thank you note after the interview?  a

A. Yes  B. No

How quickly did you receive an answer regarding whether or not you received your internship?  c

A. A Few Days  B. A Week  C. 2-3 Weeks  D. A Month or Longer

Successful Job Experience (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)?  a

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional):

How many times were you absent from work (unexcused)?  a

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete?  a

A. Ask Questions  B. Work Through It  C. Work on Something Else
What did you do with your down time on the job? a

A. Ask for something to work on  
B. Acclimate yourself to your job  
C. Play games; Search the internet; Read a book; Make personal phone calls  
D. Act busy  
E. Talk to Co-workers  
F. Other  
   Please Specify:

Upon completing your internship did you receive a job offer from the company? a

A. Yes  
B. No

After completing your internship experience, how interested were you in continuing work in that field? b

A. More interested  
B. Less interested  
C. About the same amount of interest
Accounting Internship: Student Survey
(The sole purpose of this survey is to gather data for our Honors thesis project. Any personal data collected will not be passed on to a third party.)

For any multiple choice question type the letter of your choice in the space provided.

Student’s Name: Daniel Turner
Year: D
A. Sophomore   B. Junior   C. Senior   D. Graduate

Company: Noble Consulting, Inc
Position: Staff accountant

Type of Company: A
A. Public   B. Private   C. Government

Supervisor’s Name: Jim Kattman
Supervisor’s Email Address: jmkattman@noblecon.net

How many internships did you apply for? A
A. 1-2   B. 3-4   C. 5 or more

How many internships did you receive interviews for? 2
A. 1-2   B. 3-4   C. 5 or more

Obtaining an Internship

How did you find out about the internships for which you applied?
(Examples: Internet, Career Fair, Networking)

Please specify: Career Fair

What other sources, if any, did you use to search for internships?
Please Specify: Presentations and Professors
Preparing for an Interview

Before you interviewed, did you research information about the company you were interviewing with? A

A. Yes  B. No

Which best fits what you wore to your interview? A

A. Business Wear: Business Suit
B. Business Casual: Guys –slacks, dress shirt & tie; Girls –dress skirt/slacks, blouse & heels
C. Sunday Best: Guys –nice pants & shirt; Girls –dress or nice skirt & shirt
D. Other

If your choice is “Other” please specify:

Did you study possible interview questions before you interviewed? B

A. Yes  B. No

Did you think of possible questions you could ask your interviewer at the end of the interview? B

A. Yes  B. No

Did you take a copy of your resume with you to the interview? A

A. Yes  B. No

The Interview

Did you shake hands with the interviewer upon meeting them? A

A. Yes  B. No

Did you shake hands with the interviewer upon the conclusion of the interview? A

A. Yes  B. No

Who was seated first at the beginning of the interview? C

A. You
B. The Interviewer
C. Do Not Remember
Post Interview

Did you send the interviewer a thank you note after the interview? B

A. Yes  B. No

How quickly did you receive an answer regarding whether or not you received your internship? A

A. A Few Days  B. A Week  C. 2-3 Weeks  D. A Month or Longer

Successful Job Experience (please only answer this portion of the survey if you have already completed your internship. Do not answer if you are currently completing one.)

How often were you late to work (unexcused)? A

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional):

How many times were you absent from work (unexcused)? A

A. Never  B. Once  C. 2-4 times  D. 5-7 times  E. More than 7 times

Comments/Reasons (Optional):

How did you handle an assignment you did not know how to complete? B

A. Ask Questions  B. Work Through It  C. Work on Something Else