

B AD 3700.015

Summer 2011 Internship Journal Example

INTERNSHIP IDENTIFICATION

Student Name: John Q. Smith

Student ID: 112-11-5088

Company name: Samson Resources

Journal Date: Monday, June 20, 2011

JOURNAL REPORT

Section I: Activity Summary

Weeks of June 6th & June 13th

The last two weeks have consisted mostly of training. I have had several meetings with both my Supervisor & my Mentor who have been teaching me the ins & outs of the job. They have been teaching me about my responsibilities for the summer and how to perform them. I've learned about the oil & gas industry and how the accounting process works in the industry. I have learned how to navigate the computer system, the AS400 (Samson's Computer System) that holds all current and historic information for the company.

Section 2: Activity Plan

In the last two weeks I have been assigned the following duties that will occur over the course of the next 3 months. Most of my assignments I will perform once a month. We have a "close" around the 15th of every month and most of my duties must be completed by that date.

- 46 different Well Allocations for wells in 7 states
- data entry for tax payments to the General Land Organization of TX (GLO) for both oil & gas (monthly)
- monthly research to find new wells that qualify for a reduced tax rate in the state of Texas (monthly)
- Researching & Resolving variances on specific Well Allocations
- Print many oil & gas leases as well as TOW reports that show expected production.

- update documentation for wells that qualify for a reduced tax rate

Section 3: Internship Appraisal

What I like most about this internship so far are the people. I enjoy working with everyone in the group I've been assigned. They are all very helpful and smart. Most of them are young so I can relate to them very easily. I also like the work itself. I enjoy doing the research and seeing that the reports don't have a variance. It isn't at all what I've learned in all of my accounting classes, but it is something that I can see myself doing after graduation.

The most challenging thing so far has been that I can't write fast enough! I try to take notes on what they are teaching me, but sometimes it's difficult to get everything on paper. I've gotten a little bit better over the last 3 weeks and can pick out the important information and jot that down, but there are still things I miss. I make lots of phone calls asking questions about what they just explained to me.

Section 4: Additional Comments

I've thoroughly enjoyed the internship so far. I thought there would be a lot of down time where I didn't have much to do, but a lady in my group just had a baby so we have all been working on the work she is assigned. I have had several different small projects to do as well as one large project that will take most of the summer to complete. There is never a dull moment and I always have something I can be working on.