

**Summer Intern Program**  
(Example)

**Developed for:** FHSU Student

**Period of Internship:** Summer

**Program Objectives:** The objectives of this program are defined through internal and external areas of concentration.

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The internal goal of the program is to familiarize the Intern with the organizational structure of a community bank by studying in a hands-on environment the gathering, recording, analyzing, reporting and maintenance of information and data.

The external goal is to demonstrate the interdependent relationship between a community bank and the community it serves.

During the period of internship, the intern will become familiar with virtually every area of the Bank. While fulfilling the internship requirements in a department, the intern will be assigned to the specific Officer or Supervisor in charge of that area. This Officer/Supervisor will be responsible for scheduling the required assignment in his/her area and will work closely with the intern in explaining regulations governing that particular area as well as internal policies and procedures and various reporting requirements. In addition, the intern will be included whenever possible at meetings of internal committees and civic organizations to which the assigned officer is a member.

At the end of each assignment the Internee will complete the questionnaire, a copy of which is attached, and schedule a time to discuss his experiences in the area with the assigned officer. At this time, the questionnaire will be given to the assigned officer who will complete the evaluation sheet, a copy of which is also attached, and forward both the questionnaire and the evaluation to the Intern Supervisor.

May 26

**Name: Orientation**

During this orientation, the intern will be informed of the Bank's security procedures and the Bank's structure. The intern will also complete all forms necessary for new employees.

May 27 – May 30

**Name: Bookkeeping Dept.**

4 days

- Insufficient Checks
- Charge-Back Checks
- General Ledger input

In addition while in this area, the intern will be involved in DDA & Savings reconciliation's, correspondent bank account reconciliation's, prepaid expenses, closing accounts, debit card tracking, ACH procedures, research procedures and various internal and external reports.

June 2 – June 13

**Name: Sr. V.P. and Cashier (2 weeks)**

- New Accounts 1 week

In the above areas, the intern will be given an over-view of the types of accounts offered and the regulations and internal policies governing the opening and maintenance of accounts, safe deposit boxes, reconciliation of CD's, and savings bonds.

- Cash Management 2 days

Cash Management as it relates to Fed Funds Transaction,

Securities and Investment processing, payroll and related internal & external reporting.

- Regulations (CC and D) 2 days

- Wire Transfers/Bill Pay- 1 day

June 16– June 20

**Name: Teller Supervisor (1 week)**

- Vault 1 day

- Collection Teller 2 days

- Drive-Thru Teller, Mini-Lobby, & ATM Reconciliation 2 days

<u>June 23 – June 25</u>	<b><u>Name: V.P. - Compliance</u></b>	<u>3 days</u>
	- Overview of compliance issues and regulations	
<u>June 26-June 27</u>	<b><u>Name: V.P. – Auditor</u></b>	<u>2 days</u>
	-Auditing procedures and internal control as defined by State Banking Codes; Internal Policies in particular how they designate authority, responsibility and control and with the Asset Liability Program.	
<u>June 30-July 11</u>	<b><u>Name: Exec. V.P. -Lending</u></b>	(2 weeks)
	-Loan Window	<u>1 day</u>
	-Loan Documentation	<u>1 day</u>
	-Loan Review & Construction Inspections	<u>2 days</u>
	-Consumer Lending Officer	<u>2 days</u>
	-Commercial Lending Officer	<u>2 days</u>
	-Collections	<u>1 day</u>
<u>July 14 – July 25</u>	<b><u>Name: Marketing Officer</u></b>	<u>2 weeks</u>
	-In this area, the intern will be introduced to:	
	-Marketing programs, including the marketing committee.	
	-Community involvement programs and customer contacts, including the officer call program.	
	-Volunteer for the City Program, etc.	
<u>July 28-August 1</u>	<b><u>Name: Exec. V.P. &amp; C.F.O.</u></b>	<u>1 week</u>
	-Investment Portfolio	
	-Automation Products	
	-Nondeposit investment products	
<u>August 4-August 8</u>	<b><u>Name: V.P. &amp; V.P.-Network Admin.</u></b>	<u>1 week</u>
	-Various projects	



What was the least interesting/valuable thing you learned from working in the area?

Additional comments/information (use additional sheet if necessary)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Participating Bank's Final Evaluation**  
**Student Intern Program**

**Student's Name:** FHSU Student

**Bank:** ABC Bank, P.O. Box 2850, Hays, KS 67601  
Contact (785-555-8222) contact@abc-bank.com

***Rating of Student Characteristics:***

Using the rating scale, please evaluate the following characteristics for the above named student.

**1 = Excellent      2 = Very Good      3 = Average      4 = Fair      5 = Unsatisfactory**

<b><u>Characteristics</u></b>	<b><u>Rating</u></b>
Ability to Learn	_____
Interest in learning	_____
Speed of completing responsibilities	_____
Ability to perform without supervision	_____
Willingness to receive guidance	_____
Relationships with other employees	_____
Dependability and reliability	_____

Thoroughness in completing tasks \_\_\_\_\_

Judgment \_\_\_\_\_

Personal appearance \_\_\_\_\_

Enthusiasm \_\_\_\_\_

Courtesy \_\_\_\_\_

Overall performance \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature