

Student Responsibilities:

1. Report on type of business
2. Report on types of employees, CEO, CFO, Inventory, Laborer
3. Accounting practices
4. Mock interview with resume and cover letter
5. Attend employee meeting
6. Attend board meeting (if applicable)
7. Weekly summary of duties performed/hours worked
8. Stipend if applicable up to business owner
9. Phone protocol. Both answering work phones and personal cell phone.

Student Absences:

Communicated with both employer and Haxtun School District.

Employer responsibilities.

1. Workman's comp insurance
2. Stipend if applicable
3. Providing opportunities for the student to learn the business aspects located above

Due Dates:

Mid term verbal report due October 15th.

End of term verbal report due December 17.