Internship Plan: Shannon Hardenbrook

1. Shannon Hardenbrook is expected to spend at least 20-25 hours a week over an 8-week period (180 hours) to qualify for a 3-credit course substitution in the degree program.

2. 140 hours will be spent working at Rivet Software as a paid intern supporting the 2009 SEC Tagging Mandate as part of a work pod. Rivet Software will evaluate her performance.

3. Shannon will complete a process review of the Rivet Software tagging process starting with her experience in the Spring 12 Variable Intensive course, MSAA621 Financial Applications for XBRL and Interactive Data through her paid internship at Rivet Software from 2 above. This report will include the following:
   a. Shannon’s assessment of class activities regarding the tagging process. This section should evaluate the specific assignments that were based on Rivet Software activity with respect to how they prepared her for the internship.
   b. Shannon’s assessment of the process flows to tag financial statements to conform with the SEC 2009 XBRL Reporting Mandate. This should cover the entire process flow from setting up the DEI through Detailed Footnote Tagging (DFN).
   c. Shannon’s assessment of Rivet Software’s Crossfire Software that is used for the tagging process. This should include a section by section structured analysis of the software’s features. For example, Section 1 should cover the DEI process. The process should follow this example:
      i. Section 1 – Name the function
      ii. Explain strength or weakness of the function in your opinion.
      iii. Recommendation – Your recommendation if there is a weakness.
   d. This paper should be around 10 pages and in the form of an executive presentation that can be also summarized in a Power Point presentation.

4. Shannon will complete a two-page paper summarizing SEC insider trader laws and penalties that could be violated if she breaches client confidentiality during her internship.

Grading Rubric:
1. Rivet Internship 140 hours (3) 65%
2. Process Review (3) 25%
3. SEC Confidentiality Issues (#4) 10%

Total 100%