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Reflection Paper 2

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Professor Teresa Duvall

TA Ashley Robinson

Internship Reflection Paper

The second 50 Hours

I feel it important to define what my internship actually is. It is called the CAAP Program, Corporate Audit Analyst Program. CAAP is a 2 year rotational through the corporate audit world at Bank of America. The second week of my internship was my first week in my office location. It was very nerve racking since I had never been to the building before. Luckily, Olivia and I both coordinated to get to the office before our scheduled tour time to talk and shake out our nerves. The office had coordinated 3 of the CAAPs, 2 two- year CAAPs, and 1 one- year, who would give us a tour of the building. The two- year CAAPs were Olivia and I's connect coach, who is someone who has done the program who can help us better understand the program and the company, a type of mentorship. Olivia and I were introduced to many senior directors and the site leader that day. One of my favorite parts of the tour, was actually when our tour guides took us out of the office building to show us the surrounding areas.

After our tour, Olivia and I had another long training on Audit, and the process and procedures we follow, as well as what it means to be an Auditor, and the responsibilities of the

job. That meeting ended with all of us being assigned our teams for our internship. I was extremely excited to see that there were 6 other interns on my team including Olivia! The following day my team, the Prepaid team, had a group meeting with our manager, our Auditor In Charge (AIC), and the consultants on our team. We were given documents to read to catch us up on the process and how we got to the point where the Bank was working on this project. It was in this meeting that we found out that this project was under Attorney Client Privilege (ACP). As an intern, hearing that you are not allowed to talk to anyone outside of your team is very daunting. The support system that had been set in place in the office is now unusable. I realized that I would have to create a new support system just for my project.

I had the opportunity that week to have lunch with the site manager as well as the most senior employee in the state. I was given the opportunity to pick their brains not just in regards to Auditing but about the company and the culture that has been created in our office. I explained to them, when asked, why I chose to apply to Bank of America, which was that I was looking for a company that cared about their employees and community, similar to the Disney Company whom I worked for previously and loved it. I received some great advice on how to better catapult myself into the corporate world, and was even invited to sit on the Officers' floor on Fridays since almost no one is in the office on Fridays, due to our 3 days in- 2 days from home policy.

Unfortunately, the last two days of the week, I had to work from home, as I had to go back to Old Dominion for the Board of Visitors meeting. It was extremely nerve wracking, having to email my new boss to let him know that in our first week of work, I would be working odd hours since I would not be able to work from the usual 9-5. Luckily he was extremely

understanding, and even set up a 1 on 1 meeting the following week to catch up with me on how I was doing on the assigned work.

On the other hand, during my time at the Board of Visitors meeting I was able to leverage some of my new audit knowledge when learning about the inner workings of the University specifically in hearing our audit report.