



LINCOLN UNIVERSITY

BA 291 – Internship in Business

Spring 2015 Course Syllabus

CREDIT:	1-4 units
ADVISOR / REPORT REVIEWER:	Prof. Peggy Au
CONTACT INFORMATION & HOURS:	To be arranged by the report reviewer
COURSE TIME & LOCATION:	Self-Study Internship: at least 45 hours per credit
PREREQUISITE:	Records Office permission
TEXT & MATERIALS:	Research materials appropriate for the internship selected
REFERENCE MATERIALS:	As internship demands

COURSE DESCRIPTION:

Practical experience involving employer's evaluations of student performance. (1-4 units)
Prerequisite: Records Office permission

COURSE OBJECTIVES:

Upon successful completion of the internship report, the student will:

- Demonstrate the application of knowledge gained throughout the undergraduate program.
- Produce a report that demonstrates critical thought, and displays a high level of professionalism and competence in its presentation.
- Understand how the new knowledge plays out in their professional growth plans.
- Obtain professional experience in the real workplace.

COURSE PROCESS AND STRUCTURE:

1. With the advisor's approval, the student will select an internship and define its scope.
2. The report presented upon the completion of the internship will outline:
 - The nature and full description of the internship
 - The internship's relation to the area of concentration
 - Performance evaluation by the employer
 - Full analysis of the internship
 - Conclusions

EVALUATION:

Report: 100%

Each student will complete a report that includes an employee evaluation and submit it to the advisor/report reviewer. A grade of **CR or NC only** will be given.

Last revised: February 5, 2015