



LINCOLN UNIVERSITY

BA 398 – MBA Internship Report

Fall 2012 Course Syllabus

CREDIT HOURS:	3 units (at least 135 hours of internship in a job) and can be extended to another semester with 1 unit
ADVISOR / REPORT REVIEWER:	To be selected by students and approved by the Program Director or the Chief Academic Officer
CONTACT INFORMATION & HOURS:	To be arranged by the report reviewer
COURSE TIME & LOCATION:	Self-Study Internship
PREREQUISITES:	Completion of all MBA coursework, faculty advisor's approval
TEXT & MATERIALS:	Research materials appropriate for the internship selected
REFERENCE MATERIALS:	As internship demands

COURSE DESCRIPTION:

A written report analyzing the work must be submitted upon completion of the assignment and presented to a committee in the form of a proposal to improve the related business activity. The employment must be directly related to the student's area of concentration, and faculty approval is required. The employer provides an evaluation of the work, and the student should regularly confer with the faculty advisor who grades the report. (3 units) *Prerequisite: Completion of the coursework*

COURSE OBJECTIVES:

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

- Demonstrate the application of knowledge gained throughout the graduate program.
- Produce a report that demonstrates critical thought, exhibits a level of analysis appropriate to a Master's degree, 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 on the special topic of study in the real workplace.

COURSE PROCESS AND STRUCTURE:

1. With the advisor's approval, the student will select an internship and define its scope. The student must fill in and submit the **approval form** (available at the University's Admissions and Records Office) with the advisor's signature.
2. The student must fill in and submit the **progress form** (available at the University's Admissions and Records Office) three times during the semester as designated.

3. 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
 - Observations made during the internship that are applicable to the future career
 - Full analysis of the internship
 - Conclusions
4. Obtain the advisor (report reviewer)'s approval for the report.
5. Schedule a defense/presentation with the advisor and the Records Office at least **two weeks** prior to the date for the planned presentation. Submit the required photocopies of the report.
6. Give an oral presentation to a Graduate Committee.
7. Make all corrections if required or suggested by the Committee, and submit final report.

EVALUATION:

Report: 100%

Each student will complete and submit an internship report, and give an oral presentation to the Graduate Committee for evaluation.

Revised: October 1, 2012