



# LINCOLN UNIVERSITY

## BA 492 – DBA Internship and Report in Human Resources Management Fall 2012 Course Syllabus

<b>CREDIT:</b>	1-4 units and can be extended to another semester with 1 unit
<b>ADVISOR / REPORT REVIEWER:</b>	To be selected by students and approved by the Program Director or the Chief Academic Officer
<b>CONTACT INFORMATION &amp; HOURS:</b>	To be arranged by the advisor
<b>COURSE TIME &amp; LOCATION:</b>	Self-Study Internship
<b>PREREQUISITES:</b>	Completion of all DBA core courses and DBA candidacy standing. Advisor's approval required.
<b>TEXT &amp; MATERIALS:</b>	Research materials appropriate for the internship analysis
<b>REFERENCE MATERIALS:</b>	As internship demands

### **COURSE DESCRIPTION:**

A detailed report analyzing the work must be submitted upon completion of the assignment and reported to a committee. The choice of employment must be directly related to the student's area of concentration in the DBA program and advising faculty approval is required. The student should regularly confer with the faculty advisor. (1-4 units) *Prerequisites: Completion of all DBA core courses and DBA candidacy standing. Advisor's approval required.*

### **COURSE REQUIREMENT:**

This is a required internship course for students in the DBA candidacy standing with a concentration in Human Resources Management. The internship activities will result in a preparation of an analytical written report and an oral report presentation in front of a Graduate Committee, a faculty advisor, and other students. The report's topic and the choice of employment for the internship must be related to the student's area of concentration, be approved by the Program Director, and be supervised by the advisor.

### **COURSE OBJECTIVES:**

1. Demonstration of the mastery of the DBA coursework in an area of concentration.
2. Application of academic learning to the practical problems and situations of a business workplace.
3. Training in professional report writing under supervision and ability to present it.
4. Development of professional-level problem assessment skills, with experience in making professional recommendations.

## **COURSE PROCESS AND STRUCTURE:**

1. 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) twice during the semester as designated.
3. The internship report shall have three components: descriptive, analytical, and documentary. Each of these components must be complete. The analytical component will be weighted as 50% of the grade for the report, with the descriptive and documentary components each weighted as 25% of the grade for the report. Conditional passing grades may be assigned by the committee. The completed written report must be presented to the committee before any credit will be awarded.
4. Obtain the advisor's review of the report.
5. Schedule an oral 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.

## **COMPONENTS OF REPORT**

### **Descriptive Component**

The report's descriptive component should introduce the report and be brief in relation to the central, analytical component of the work. These questions should be addressed in the introductory descriptive summary: What is the background and specific business of the company and/or department in which the internship was performed? What work was performed for the company? What was the intern's job title? What were the internship duties, work assignments, and projects completed? Why/how were these tasks important to the organization? Why were they assigned? Why are they significant? What courses completed at Lincoln University were the most or the least applicable to the internship? What distinctions between classroom education and on-the-job internship experience would you make? Finally, how did the internship contribute to the student's career goals? The faculty advisor may require additional descriptive text.

### **Analytical Component**

The analytical component, the major focus of the report, requires the student to address a specific topic, subject, issue, question, or problem related to the work of their internship placement. This topic may be based on work assigned the student by the internship supervisor or on an additional analysis of an issue related to the internship. This topic must be selected in consultation with the faculty internship report advisor by the end of the first month of the internship. The analytical component should relate academic knowledge to practical experience. Its purpose is to help the student develop written and analytical skills. The student will not only gather information but interpret, organize and present it clearly and understandably. Whatever style of analysis is undertaken with the approval of the faculty advisor, the analytical component must conclude with specific practical recommendations related to the matter analyzed.

### **Documentary Component**

All documentation necessary to demonstrate the fulfillment of all university and work place requirements should be attached to the report. This should include a copy of the original internship proposal as well as any assessment made of student work by student or others, especially if student

was given a formal written evaluation. A record of hours worked should be included. Samples of work completed during the internship may be included. A brief-entry log of meetings or other communication with supervisors, mentors, advisors, and colleagues relevant to the internship report should be appended. Documentation that the internship supervisor has received a draft copy of the internship report and an opportunity to comment should also be attached. The faculty advisor may require other documentation.

**Additional requirements:**

**STYLE STANDARDS:** All written work submitted to Lincoln University must conform to the *Chicago Manual of Style*, unless another style is approved by the faculty internship report advisor.

**PROPRIETARY INFORMATION:** Only use the name, or other identifying information, of the business or agency where the internship was completed in the written report with the permission of the internship workplace supervisor. Proprietary information must at all times be respected. In case of any doubt, the student should consult the faculty internship report advisor before any distribution of the report.

**INTELLECTUAL PROPERTY:** All references to or use of any published or unpublished work of another person in the internship work place or from any other professional or other source must be fully attributed. All quotations should be brief, minimal, necessary, and fully attributed. Reports will not be accepted that fail to meet this professional requirement and a failing grade may be assigned in cases of plagiarism.

**EVALUATION:**

The report will be evaluated by the advisor and approved by the Committee after the oral presentation.

Revised: October 1, 2012