

**LINCOLN UNIVERSITY**  
**SYLLABUS: BA 291**

<b>COURSE TITLE:</b>	<b>Internship in Business Administration</b>
<b>COURSE NUMBER:</b>	<b>BA 291</b>
<b>CREDIT HOURS:</b>	1-4 Semester Units (45 work hours for 1 credit unit)
<b>INSTRUCTOR:</b>	To be announced
<b>CONTACT INFORMATION &amp; HOURS:</b>	To be announced
<b>COURSE TIME &amp; LOCATION:</b>	Self-Study Internship at least 45 hours per credit
<b>PREREQUISITE(S):</b>	Instructor approval required.
<b>TEXT and MATERIALS:</b>	Research materials as appropriate for the internship selected
<b>REFERENCE MATERIALS:</b>	As internship demands

**COURSE DESCRIPTION:**

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

**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, 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 work place.

**COURSE PROCESS AND STRUCTURE:**

1. With instructor 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 instructor.

Last revised: June 20, 2011