

**LINCOLN UNIVERSITY**

**SYLLABUS: BA 291**

**COURSE TITLE:** Internship in Business Administration  
**COURSE NUMBER:** BA 291  
**CREDIT HOURS:** 1-4 Semester Credits (45 work hours for 1 credit unit)

**INSTRUCTOR:** To be announced

**CONTACT INFORMATION**

**& HOURS:** To be announced

**COURSE TIME & LOCATION:** Self-Study Internship at least 45 hours per credit

**PREREQUISITE(S):** Instructor approval required.

**TEXT and MATERIALS:** Research materials as 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: 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