



LINCOLN UNIVERSITY

BA 494 – Graduate Internship and Report in Human Resources Management Fall 2013 Course Syllabus

CREDIT:	1-4 units 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 advisor
COURSE TIME & LOCATION:	Self-Study Internship
PREREQUISITES:	Completion of all DBA core courses. Advisor's approval is required.
TEXT & MATERIALS:	Research materials appropriate for the internship analysis
REFERENCE MATERIALS:	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. Advisor's approval is required. Grade: CR or NC only.*

COURSE REQUIREMENT:

This is a required internship course for students in the DBA candidacy standing with a concentration in Finance and Investments. 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 APA 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 workplace 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. A grade of **CR or NC only** will be given.

Revised: August 13, 2013

LINCOLN UNIVERSITY
401 FIFTEENTH STREET, OAKLAND, CA 94612
phone: (510) 628-8010 fax: (510) 628-8012

**BA 494 — GRADUATE INTERNSHIP AND REPORT IN HUMAN RESOURCES MANAGEMENT
APPROVAL FORM**

STUDENT'S NAME (Last Name, First Name)

STUDENT I.D. NUMBER

TELEPHONE

E-MAIL

CURRENT TERM (Fall, Spring, Summer / Year)

PERIOD FOR INTERNSHIP

1. INTERNSHIP COMPANY NAME AND ADDRESS

2. INTERNSHIP POSITION AND A BRIEF DESCRIPTION OF YOUR DUTIES

3. NAME OF PROPOSED REPORT REVIEWER

Reviewers for the Graduate Internship and Report in Finance and Investments (BA 492) should be selected from the university graduate faculty available for the term (see catalog or website). If you cannot select a reviewer, or if the person selected by you is not available, please consult the Program Director or the Chief Academic Officer. If you decide to change your reviewer, you need to register again and get approval from the Chief Academic Officer.

4. STUDENT'S SIGNATURE

(Student's Signature and **Date**)

5. I AGREE TO REVIEW AND GRADE THE REPORT.

(Reviewer's Signature and **Date**)

6. ARE YOU CHANGING YOUR REVIEWER OR INTERNSHIP? ___YES___ ___NO___

If “NO”, please get your reviewer’s signature (#5), and submit this form to the Program Director or the Chief Academic Officer.

If “YES”, please schedule an appointment for approval of change(s) to your selected reviewer and the internship company, fill in this form, get the necessary signatures (#5 and #6b), and then submit this form to the Program Director or the Chief Academic Officer.

a. WHO IS YOUR CURRENT REVIEWER AND WHY DO YOU INTEND TO SWITCH REVIEWERS?

b. I AGREE TO RELEASE THE STUDENT TO ANOTHER REVIEWER.

(Signature and **Date**)

c. I DO NOT AGREE TO RELEASE THE STUDENT TO ANOTHER REVIEWER. (Please explain.)

(Signature and **Date**)

COMMENTS / REMARKS:

APPROVED BY THE PROGRAM DIRECTOR OR THE CHIEF ACADEMIC OFFICER

(Signature and **Date**)

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**BA 494 — GRADUATE INTERNSHIP AND REPORT
IN HUMAN RESOURCES MANAGEMENT
PROGRESS FORM**

STUDENT'S NAME (Last Name, First Name)	STUDENT I.D. NUMBER
TELEPHONE	E-MAIL
CONCENTRATION	CURRENT TERM (Fall, Spring, Summer / Year)
PERIOD FOR INTERNSHIP	REPORT REVIEWER

Students should get their reviewer's initials below at each stage of the report's progress, and **submit it to the Admissions and Records Office at the appropriate times stated below (twice during the term).**

1. **PROGRESS ON REPORT PREPARATION** _____ **DATE:** _____
Please submit this form **before the end of March** (for Spring Semester) or **before the end of June** (for Summer Session) or **before the end of October** (for Fall Semester).

2. **PERCENTAGE OF THE WORK DONE** _____ % _____

3. **REPORT IS COMPLETED, CONFIRMED BY THE REVIEWER** _____

4. **PRESENTATION IS SCHEDULED** _____

If the report has not been completed:

5. **REVIEWER SUGGESTS CONTINUING THE REPORT IN THE NEXT TERM** _____

Please make the above confirmations **2 through 4 (or 5 if necessary)** and submit this form **before the end of April** (for Spring Semester) or **before the end of July** (for Summer Session) or **before the end of November** (for Fall Semester).

REVIEWER'S SIGNATURE	STUDENT'S SIGNATURE	DATE
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RECEIVED BY THE ADMISSIONS AND RECORDS OFFICE

1. _____ 2-4 (or 5). _____