

# BA 394 – Graduate Internship in Human Resources Management

## Course Syllabus

### **Course Description:**

Internship of work experience in the field of concentration with evaluation by the employer and an academic advisor, a detailed report of the work to be submitted for grading (1-3 units).

*Prerequisite: Records Office Permission*

**Grade: CR or NC only**

### **Course Learning Objectives:**

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

Please note that a choice of a job under this internship course, and therefore the report's topic, must be related to the student's area of concentration.

You must work with a faculty advisor selected from the attached list. This advisor will require periodic consultations, no less than once a month during the semester, to keep aware of your progress and of the sufficiency of the work being done. Those contacts should be done face-to-face, or at the minimum by e-mail, so that the physical product of your efforts can be directly viewed and evaluated.

The below internship report format should be followed by all students, which will be used by your faculty advisor to assess your descriptive and analytical skills, and issue a grade for the course:

- Title Page
- Internship supervisor letter (employer)
- Table of Contents
- Table of Figures/Tables/Etc. if appropriate
- Section I: Introduction
  - a. Focus of the report
  - b. Description of the industry or field
  - c. Industry background and history
  - d. Company description and background
- Section II: My Role in the Company
  - a. Responsibilities
- Section III: Findings and Recommendations
- Bibliography
- Appendices

**Procedures and Requirements:**

1. During the initial registration, students taking this course should submit the following documents to the Records Office:
  - A). A **job offer letter** from the host organization with the name, title, full contact information, and signature of a person responsible for hiring in the company;
  - B). Completed **Agreement for Internship** signed by the work supervisor and the LU faculty advisor.
2. During the internship terms, students should submit the **Progress Form\*** to the Records Office twice at the appropriate times (described in the form), filled in and signed by the LU faculty advisor. (\*The form is available at the Records Office.)
3. The extension of the internship to the second term is allowed only if at least 60% of the work has been completed at the end of the initial internship term. If the achieved percentage is less than 60%, a grade **Y** (no basis for grade) or **NC** (no credit) will be given for the internship course. In such cases, students wishing to continue the internship in the subsequent academic term will have to re-register the course in that term.
4. If the students change either the internship employer (company) or LU faculty advisor, they must re-register the course as stated above in 3.
5. If the achieved percentage is 60% or above in the first internship term, and if the student wishes to continue working with the same employer and LU faculty advisor, the course can be extended for one additional term with 1 unit.
6. If the internship is continuing with the same company and the original job offer did not specify the expiration date of the work, a new job offer letter is not required for the next term with the student's personal statement declaring that it is the same company internship.

Syllabus Updated: 2/28/2014

## Graduate Internship Advisor List

<b>BA 391 (International Business)</b>	<b>BA 392 (Finance Management)</b>	<b>BA 393 (General Business)</b>	<b>BA 394 (Human Resources Management)</b>	<b>BA 395 (MIS)</b>
Dr. Sergey Aityan	Dr. Sergey Aityan	Dr. Sergey Aityan	Dr. Arthur Ashurov	Dr. Sergey Aityan
Dr. Alexander Anokhin	Dr. Marshall Burak	Dr. Alexander Anokhin	Dr. Pete Bogue	Dr. Walter Kruz
Dr. Arthur Ashurov	Dr. Aharon Hibshoosh	Dr. Arthur Ashurov	Dr. Marshall Burak	Prof. Serge Ruiz
Dr. Pete Bogue	Dr. Dorothy Sanford	Dr. Pete Bogue	Dr. Ken Germann	Prof. Dan Sevall
Dr. Marshall Burak	Dr. Xiaoyan Xu	Dr. Marshall Burak	Dr. Mike Guerra	
Dr. Ken Germann	Prof. Albert Loh	Dr. Ken Germann	Dr. Tesfaye Ketsela	
Dr. Elena Givental	Prof. Dan Sevall	Dr. Elena Givental	Dr. Walter Kruz	
Dr. Mike Guerra		Dr. Mike Guerra	Dr. Bill Hess	
Dr. Aharon Hibshoosh		Dr. Aharon Hibshoosh		
Dr. Tesfaye Ketsela		Dr. Tesfaye Ketsela		
Dr. Walter Kruz		Dr. Walter Kruz		
Dr. William Musgrave		Dr. William Musgrave		
Dr. Richard Rachlin		Dr. Allan Samson		
Dr. Allan Samson		Prof. Albert Loh		
Prof. Albert Loh		Prof. Dan Sevall		
Prof. Dan Sevall		Dr. Bill Hess		
Dr. Bill Hess				

Revised: July 11, 2014