



# LINCOLN UNIVERSITY

## BA 291 – Internship in Business

### Spring 2014 Course Syllabus

<b>CREDIT:</b>	1-4 units
<b>ADVISOR / REPORT REVIEWER:</b>	Prof. Peggy Au
<b>CONTACT INFORMATION &amp; HOURS:</b>	To be arranged by the report reviewer
<b>COURSE TIME &amp; LOCATION:</b>	Self-Study Internship: at least 45 hours per credit
<b>PREREQUISITE:</b>	Records Office permission
<b>TEXT &amp; MATERIALS:</b>	Research materials 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: Records Office permission*

#### **COURSE OBJECTIVES:**

Upon successful completion of the internship report, the student will:

- Demonstrate the application of knowledge gained throughout the undergraduate 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 workplace.

#### **COURSE PROCESS AND STRUCTURE:**

1. With the advisor's 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 advisor/report reviewer. A grade of **CR or NC only** will be given.

Last revised: November 25, 2013