

LINCOLN UNIVERSITY
401 FIFTEENTH STREET, OAKLAND, CA 94612

**BA 384 — GRADUATE INTERNSHIP IN HUMAN RESOURCES
MANAGEMENT PROGRESS FORM**

STUDENT'S NAME (Last Name, First Name)

STUDENT I.D. NUMBER

TELEPHONE

E-MAIL

FACULTY ADVISOR

CURRENT TERM (Fall, Spring, Summer / Year)

Faculty Advisors fill in and sign on the below information for each of three stages of the report progress. Students should submit it to the Registrar's Office at the times stated below. Failure to submit this form results in a No Credit (NC) grade. Course BA 384 can be extended for one term. Given in two terms the course can be assigned as 3+1 or 1+3 units if the internship starts in a summer session or late in a semester.

STAGE 1:

Please fill in the below section **A** and submit this form **before the end of March** (for Spring Semesters) or **before the end of June** (for Summer Sessions) or **before the end of October** (for Fall Semesters).

Satisfactory Progress on Internship: student received a job and defined his/her goals. If stage 1 is not completed the student should withdraw or receives "Y" grade

Advisor Signature _____ **Date:** _____

STAGE 2:

Select a section **A** OR **B** and submit the form **before the end of April** (for Spring Semesters) or **before the end of July** (for Summer Sessions) or **before the end of November** (for Fall Semesters).

A. The report of work was completed. The grade is _____.

Advisor Signature _____ **Date:** _____

B. Only _____ **% of the report completed. Advisor suggests continuing the report in the next term**
(mandatory if the 1st registration was for 1 unit, requires verification by the Registrar)

Advisor Signature _____ **Date:** _____

STAGE 3 (if needed):

Select a section **A** OR **B** and submit the form **before the end of April** (for Spring Semesters) or **before the end of July** (for Summer Sessions) or **before the end of November** (for Fall Semesters).

A. The report has been completed. The grade is _____.

Advisor Signature _____ **Date:** _____

B. The report is not completed. Grade is (select one): NC, or Y, or I. Explanation is attached.

Advisor Signature _____ **Date:** _____

Received by the Registrar's Office

Stage 1: **Signature** _____ **Date:** _____

Stage 2: **Signature** _____ **Date:** _____

Stage 3: **Signature** _____ **Date:** _____