Lincoln University

Graduate Internship in Management Information Systems
BA 385

(Updated March 2019)

The emphasis of BA 385 course is on learning through real-life work experience in the field of Management Information Systems. The student should receive an evaluation by the employer. A detailed report summarizing learning achievements of the internship should be submitted for review and grading to a faculty advisor. (3 units)

General Notes:

1. To be qualified for registration in an internship course BA 385, a student should receive a job offer in the field of Management Information Systems.
2. The student has to choose an academic advisor for the internship report preparation from the faculty members of Lincoln University and obtain his/her acceptance. It is not mandatory for a faculty member to accept your request.
3. The internship job and the advisor must be approved by the Admissions and Records and Registrar offices.
4. The report should not contain plagiarism. Authenticity of the report will be checked by "Turn-It-In" software and then reviewed and approved by the student's academic advisor. The maximum accepted level of matching from other sources is determined by the advisor on a case-by-case basis (on average matching should be no greater than 10%). Plagiarism will result in report failure.
5. Course BA 385 can be extended for one term. Given in two terms the course is assigned as 3+1 or 1+3 units if the internship starts in a summer session or late in a semester.

Goal and Content of the Report:

6. In the internship report for BA 385, students are expected to provide a brief description of the company, its industry, business model, and operations.
7. The major focus of the report and detailed description should be on the particular department where the student works, and the student's responsibilities and job activities performed during the internship should be related to the student's concentration.
8. It is important that the student provides his/her own evaluation of what was learned during the internship and, if possible, propose suggestions to improve the existing operations and/or work processes.

Report Structure:

A suggested outline of the report content is provided in Appendix B. Students may vary the document structure to better meet the goal and focus of the report, however a brief summary should always be included.

Report Layout and Formatting:

1. The report must have a title page. A sample title page is shown in Appendix A.

2. Following the title page is the "confirmation page". A sample of the confirmation page is shown in Appendix C. It contains the signed statement confirming that the student has been working under the supervision of the selected person/supervisor. The statement should include the student's name and job title. The superior's signature should be accompanied by his/her position at the company and his/her contact information.
3. The report summary should follow the confirmation page.
4. The table of contents should follow the summary page(s).
5. All pages in the internship report, except the title and confirmation pages must be numbered;
6. The report should be written with 12-point font size and 1.5 spacing between lines for easy reading.
7. Print the report on both sides of the page (double-sided printing options) if possible. This is intended to save paper. The other side of the title page must be left blank.
8. The report should be well bound.
9. All figures and tables in the report must be numbered and have captions. All figures and tables must be cited and described in the report text.
10. Each entry in the bibliography must be cited and described in the report text;
11. The bibliography and citations should be written using APA style. Students are strongly recommended to attend the LU Library training workshop on APA style, which is conducted every semester.
12. Students are strongly recommended to attend the LU Library training workshop on mastering MS Word, which is conducted every semester. This workshop will help significantly improve formatting quality and reduce time involved in preparing this report.

Report Submission:

1. Before submitting the report to the academic advisor, the student should receive the signed confirmation page from the job supervisor and provide a soft copy of the report to LU Library (library@lincolnuca.edu) for the "Turn-It-In" plagiarism check.
2. The student should then submit one hard copy of the report to his/her academic advisor for evaluation and grading.
3. The academic advisor may by his/her choice require the student to do an oral presentation of the report in class or separately. This is highly recommended.
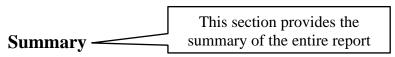
Lincoln University

Project Title

Report of BA 385
Graduate Internship in Management Information Systems

by
Student Name

Advisor: LU Advisor's Name

Date

Sample Outline of BA 385 Report

Summary — This section provides the summary of the entire report

1 Introduction
- **1.1 Company Name; Position Title and Job Description**
- **1.2 Purpose of the Report**
- **1.3 Definition of Terms**

2 Company
- **2.1 Industry Overview**
- **2.2 Company Description**
- **2.3 Business Model**

3 Brief Company Analysis
- **3.1 Company Market**
- **3.2 Company Competition**
- **3.3 Company Estimated Financial Results**

4 Internship Analysis
- **4.1 Internship Department**
- **4.2 Job Description, Role, and Duties at the Department**

5 Learning Curve
- **5.1 Knowledge Learned During the Internship**

6 Conclusions and Recommendations
- **6.1 Conclusions**
- **6.2 Recommendations**

Bibliography

Appendices — If needed

The suggested report structure is just a sample. Students may significantly change the suggested report structure or develop their own report structure to better fit the logic and focus of their report.

This is to confirm that "STUDENT NAME" was working as "POSITION" under my supervision in the "DEPARTMENT" of "COMPANY" at "ADDRESS" in the period "WORK PERIOD". Evaluation form with comments is attached.

Supervisor's signature**:**
"NAME", "POSITION"
"CONTACT INFORMATION"

Date _____