

**LINCOLN UNIVERSITY**  
**401 FIFTEENTH STREET, OAKLAND, CA 94612**

**BA 484 — GRADUATE INTERNSHIP AND REPORT 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 484 can be extended for one term. Given in two terms the course can be assigned as 4+1 or 1+4 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 and Report Preparation: student got 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 has been completed. I read it and recommend scheduling the presentation.**

**Advisor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**B. Only \_\_\_% of the report completed. Advisor suggests continuing the report in the next term (mandatory if the 1<sup>st</sup> 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. I read it and recommend scheduling the presentation.**

**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:** \_\_\_\_\_