

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

**BA 484 — GRADUATE INTERNSHIP AND REPORT IN HUMAN RESOURCES  
MANAGEMENT**

**PROPOSAL APPROVAL FORM**

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**STUDENT'S NAME** (Last Name, First Name)

**STUDENT I.D. NUMBER**

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**TELEPHONE**

**E-MAIL**

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**CURRENT TERM** (Fall, Spring, Summer / Year)

**PERIOD FOR INTERNSHIP**

**1. INTERNSHIP COMPANY NAME AND ADDRESS**

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**2. INTERNSHIP POSITION AND A BRIEF DESCRIPTION OF YOUR DUTIES**

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**3. NAME OF PROPOSED FACULTY ADVISOR**

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Advisors for the Graduate Internship and Report in Finance Management and Investment (BA 492) should be selected from the university graduate faculty available for the term (see catalog or website). If you cannot select an advisor, or if the person selected by you is not available, please consult the Dean/ Provost/ President. If you decide to change your advisor, you need to register again and get approval from the Dean/ Provost/ President.

**4. STUDENT'S SIGNATURE**

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(Student's Signature and **Date**)

**5. I AGREE TO REVIEW AND GRADE THE REPORT.**

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(Advisor's Signature and Date)

**6. ARE YOU CHANGING YOUR ADVISOR OR INTERNSHIP?            YES            NO**

If “NO”, please get your advisor’s signature (#5), get approval on this form from the Dean/ Provost/ President, and submit it to the Registrar’s Office.

If “YES”, please schedule an appointment for approval of change(s) to your selected advisor and the internship company, fill in this form, get the necessary signatures (#5 and #6b), get approval on this form from the Dean/ Provost/ President, and then submit it to the Registrar’s Office.

**a. WHO IS YOUR CURRENT ADVISOR AND WHY DO YOU INTEND TO SWITCH ADVISORS?**

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**b. I AGREE TO RELEASE THE STUDENT TO ANOTHER ADVISOR.**

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(Signature and Date)

**c. I DO NOT AGREE TO RELEASE THE STUDENT TO ANOTHER ADVISOR. (Please explain.)**

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(Signature and Date)

**COMMENTS / REMARKS:**

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**APPROVED BY THE REGISTRAR OFFICE (*Only for student initial registration of BA 484*)**

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(Signature and Date)

**APPROVED BY THE DEAN OF BUSINESS STUDIES/ PRESIDENT**

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(Signature and Date)

RO: 06/06/2024