



Lincoln University

Recommendations for Graduate Internship and Report BA 484 – Human Resources Management

(Updated March 2019)

Upon completing the BA 484 internship, a detailed written report analyzing learning achievements as a result of the work and including recommendations on how to improve/modify the internship company or its operations must be submitted to the student's internship advisor and presented in front of a committee of at least one faculty member (different from the adviser). The employment must be directly related to Human Resources Management and the advising faculty approval is required. (4 units)

Prerequisite: BA 308

General Notes:

1. To be qualified for Graduate Internship and Report BA 484, a student should receive a job offer and be registered for the course.
2. The job under this internship and the appropriate report's topic must be related to the area of **Human Resources Management**.
3. 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.
4. The internship job, the report topic, and the academic advisor must be approved by the Lincoln University Dean/ Provost/ President.
5. The report should not contain plagiarism. Authenticity of the report will be checked by "Turn-It-In" via submission by the university library and then 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.
6. 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.

Goal and Content of Internship Report:

1. In the internship report for BA 484, students are expected to:
 - Describe the department where the internship was conducted, their particular work at the company, and the new knowledge and skills learned during the internship.
 - Demonstrate their ability to provide business analysis of the company including its industry, business model, competition, and operations.
2. Students should present business analysis of the operations of their internship department.
3. It is strongly recommended that students provide business recommendations for the internship company for improvements, at least on the level of the department where they interned.

Report Structure:

A suggested outline of the report content is provided below in Appendix B. Students may vary the report structure to better meet the goal and focus of the report.

Report Layout and Formatting:

1. The report must have a title page. A sample title page is shown below 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.
3. The report summary should follow the title page.
4. The table of contents follows the summary page(s).
5. All pages in the internship report but the title and confirmation pages must be numbered.
6. The report should be written with 12-point font size and 1.5 spacing for easy reading.
7. Print the report on both sides of the page (double-side printing options) if possible. This is intended for saving 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 should be cited and described in the report text.
11. The bibliography and citations must be written with APA style. Students are 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. For submitting the report the student must receive the confirmation from the job supervisor.
2. Then, the report must be preliminarily approved by the academic advisor.
3. After the preliminarily approval, a soft copy of the report should be sent to LU Library for submission to “Turn-It-In”. The results will be sent to the student and to the advisor. The advisor may request the student revise the report if the level of matching from other sources exceeds 10%.
4. The academic advisor gives the final approval for submission of the report, selects a faculty evaluator, and schedules the report presentation.
5. Upon the final approval by the academic advisor, the student should print and bind three copies of the report: one for the adviser, one for a reviewer, and one for LU Library.

Preparation for the Presentation:

1. The student should develop MS PowerPoint slides for the presentation. The total number of slides recommended is about 10 - 12.
2. All slides, except the title slide, must be numbered. It is recommended to show the slide number and the total number of slides (5/12 means slide number 5 of a total of 12 slides).
3. The fonts should be at least size 20; a lower size may not be readable for the audience.

Project Oral Presentation and Evaluation:

1. The project is presented to a committee, which consists of at least one faculty member/evaluator. The student’s academic advisor should be present at the presentation too.
2. The entire project presentation lasts up to 45 minutes including the presentation itself (maximum of 15 minutes), questions and answers, discussion, and evaluation.
3. The student is expected to be able to answer the questions asked by the committee member and all other people present during the talk.
4. Grades CR or NC or IP (requiring corrections or additions) are given by the adviser and have to satisfy the committee faculty evaluation. If corrections to the report are required the final copy should be provided to the library.

Lincoln University

Report Title

BA484 –Graduate Internship and Report in HUMAN
RESOURCES MANAGEMENT

by
Student Name

Advisor: LU Advisor's Name

Date

Summary

This section provides the summary of the entire report

1 Introduction

- 1.1 Company Name, Internship Position, 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 Company Analysis

- 3.1 Company Market**
- 3.2 Company Competition**
- 3.3 Company Competitive Positioning**
- 3.4 Estimated Company Financial Results**

4 Internship Analysis

- 4.1 Internship Department**
- 4.2 Job Description, Role, and Duties at the Department**
- 4.3 Analysis of Work**
- 4.4 Achievements during the Internship**

5 Learning Curve

- 5.1 Knowledge Learned During the Internship**
- 5.2 Knowledge Learned at Lincoln University and Applied During the Internship**

6 Conclusions and Recommendations

- 6.1 Recommendations**
- 6.2 Conclusions**

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 their business analysis goals and focus.

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 _____