



# LINCOLN UNIVERSITY

## BA 291 – Internship in Business

### Fall 2017 Course Syllabus

<b>CREDIT:</b>	1-4 units
<b>ADVISOR / REPORT REVIEWER:</b>	Prof. Peggy Au
<b>CONTACT INFORMATION &amp; HOURS:</b>	To be arranged by the report reviewer
<b>COURSE TIME &amp; LOCATION:</b>	Self-Study Internship: at least 45 hours per credit
<b>PREREQUISITE:</b>	Records Office permission
<b>TEXT &amp; MATERIALS:</b>	Research materials appropriate for the internship selected
<b>REFERENCE MATERIALS:</b>	As internship demands

#### **COURSE DESCRIPTION:**

Practical experience involving employer's evaluations of student performance. (1-4 units)  
*Prerequisite: Records Office permission*

#### **COURSE LEARNING OUTCOMES:**

Upon successful completion of the internship report, the student will:

- Demonstrate the application of knowledge gained throughout the undergraduate program.
- Produce a report that demonstrates critical thought, and displays a high level of professionalism and competence in its presentation.
- Understand how the new knowledge plays out in their professional growth plans.
- Obtain professional experience in the real workplace.

Assessment is conducted on the basis of the internship report.

#### **COURSE PROCESS AND STRUCTURE:**

1. With the advisor's approval, the student will select an internship and define its scope.
2. The report presented upon the completion of the internship will outline:
  - The nature and full description of the internship
  - The internship's relation to the area of concentration
  - Performance evaluation by the employer
  - Full analysis of the internship
  - Conclusions

#### **EVALUATION:**

Report: 100%

Each student will complete a report that includes an employee evaluation and submit it to the advisor/report reviewer. A grade of **CR or NC only** will be given.

**APPENDIX. Program and Institutional Learning Outcomes.**

<b>Institutional Learning Outcomes (ILOs)</b>	
<i>Graduates of the BA program of Lincoln University should be able to:</i>	
<b>1a</b>	Develop the habits and skills necessary for processing information based on intellectual commitment, and using these skills to guide behavior.
<b>2a</b>	Raise important questions and problems, and formulate them clearly and precisely in oral or written communication
<b>3a</b>	Act with dignity and follow the principles concerning the quality of life of all people, recognizing an obligation to protect fundamental human rights and to respect the diversity of all cultures.
<b>4a</b>	Focus on individual and organizational benefits; communicate to co-workers and company's leadership in facilitation of collaborative environment; to be honest and transparent with regard to their work, and to be respectful of the work of others.
<b>5a</b>	Display sincerity and integrity in all their actions, which should be based on reason and moral principles; to inspire others by showing mental and spiritual endurance
<b>6a</b>	Show creativity by thinking of new and better goals, ideas, and solutions to problems; to be resourceful problem solvers.
<b>7a</b>	Define and explain the boundaries, divisions, styles and practices of the field, and define and properly use the principal terms in the field

<b>Program Level Outcomes (PLOs)</b>	
<i>Students graduating our BA program will be able to:</i>	
<b>1</b>	Demonstrate knowledge in the principle areas of general business and specific areas of concentration, which include: general business, management, entrepreneurship, and management information business.
<b>2</b>	Determine the information needed to evaluate a business problem. Apply critical thinking and reasoning skills to recognize credibility and accuracy.
<b>3</b>	Demonstrate the ability to communicate with others using written and oral communication tools.
<b>4</b>	Demonstrate the ability to use analytical skills to understand business problems and make well-informed decisions.
<b>5</b>	Apply and comply with ethical and legal principles and evaluate different ethical perspectives.

Last revised: August 13, 2017