

Lincoln University

Oakland, California



Instructions for Agreement for Internship/Externship Form

What is the Purpose of the form?

This form is required for students who would like to register for Internship/Externship course in BA 391, BA 392, BA 393, BA 394, or BA 395

How is the Form Used?

- In order to register for Internship/Externship course, the Agreement for Internship/Externship form is to be submitted with “**A job offer letter**” with job description/duties from the host organization with the name title, full contact information, and signature of a person responsible for hiring in the company.
- Therefore, during the registration process, please submit the form after completion and a job offer letter together to the registrar.
- Please note that **any incomplete forms will not be processed**. Students should make sure to provide all the required information before submission.

Notes

1. During the initial registration, students taking this course should submit the following documents to the Records Office:
 - a. A **Job Offer Letter*** from the host organization with the name, title, full contact information, and signature of a person responsible for hiring in the company;
 - b. Completed **Agreement for Internship*** signed by the work supervisor and the LU faculty advisor.

*NOTE: The **Job Offer Letter** and **Agreement for Internship form** must be submitted within 30 days after the classes begin. Failure to submit these documents at appropriate time may result in cancellation of the internship.

2. During the internship terms, students should submit the **Progress Form*** to the Records Office twice at the appropriate times (described in the form), filled in and signed by the LU faculty advisor. (*The form is available at the Records Office.)
3. The extension of the internship to the second term is allowed only if at least 60% of the work has been completed at the end of the initial internship term. If the achieved percentage is less than 60%, a grade Y (no basis for grade) or NC (no credit) will be given for the internship course. In such cases, students wishing to continue the internship in the subsequent academic term will have to re-register the course in that term.
4. If the students change either the internship employer (company) or LU faculty advisor, they must re-register the course as stated above in 3.
5. If the achieved percentage is 60% or above in the first internship term, and if the student wishes to continue working with the same employer and LU faculty advisor, the course can be extended for one additional term with 1 unit.
6. If the internship is continuing with the same company and the original job offer did not specify the expiration date of the work, a new job offer letter is not required for the next term with the student's personal statement declaring that it is the same company internship.
7. The Intern's Evaluation form should be submitted to the Records Office after completion of this course.

Instructions

Top Part:

Put your Last name, First name and your student ID number

State your course number (BA 391, BA 392, BA 393, BA 394, or BA 395)

State the semester you are taking internship/externship. For example, "Fall 2016"

Put the starting day and ending day of the internship/externship. Normally, it should cover the whole semester.

Put your Degree (DBA, MBA, MS, BA, UT)

Put your major/concentration

Put the name of the host organization (name of company) that you are going to do the internship/externship with.

Put the industry type: what type of business the company you are going to do the internship/externship with is in.

State the name of your direct supervisor at the internship/externship place.

Put the name of your LU advisor. Please check out the list of professors, listed by concentration, that you can ask to be your advisor in the last page of internship syllabus.

Bottom part:

The field "Internship/Externship Requirements" need to be filled by your supervisor at workplace.

The field "Internship/Externship Objective" need to be filled by your advisor in Lincoln University.

Put the weekly work schedule. Please put the time schedule according to what it states in the job offer letter.

Put the schedule of meeting with advisor. You can also have the advisor fill out this part.

At the end of the form, please put your signature with date, have the work supervisor sign the form with date, and have your advisor sign the form with date.

Leave the part that says "THE UNIVERSITY USE ONLY" blank.