



Instructions for MBA Internship Proposal Approval Form

What is the Purpose of the form?

This form is required for students who is registering for MBA graduate research course (BA 399). Please read course syllabus and Memo attached to the form for further information.

How is the Form Used?

- After consider and select a topic and faculty advisor, students should submit the **Proposal Approval Form** filled in by the student and by the proposed advisor, to the Records Office during the initial registration of the course.
- **Any incomplete forms will not be processed.** Students should make sure to provide all the required information before submission.

Notes

- Be certain first that you have completed BA 306 – Business Research Methodology; this course must be completed before the semester in which you enroll in BA 399 and before beginning the MBA Research Project.
- For further information, please read “Memorandum” by Dr. Marshall Burak, director of graduate program.
- The form has two pages. Please fill out only the first page if you are not changing your advisor or internship. Please note that in case you would like to change your advisor or topic, you would need signature for approval of change(s) by program director or the chief academic officer.

Instructions

First page:

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

Put your telephone number and your LINCOLN UNIVERSITY EMAIL (ending with @lincolnucsf.edu)

Put your major/concentration

Put the current semester. For example, "Fall 2016"

Put your current Cumulative GPA

Put your expected graduation term (Fall, Spring, Summer/Year)

Put area of your research that you are interested in doing.

Number 1: Put the research title and the brief description of the research

Number 2: Put the name of purposed advisor in Lincoln University.

Number 3: Put your signature and date (MM/DD/YYYY)

Number 4: Please have your advisor sign this part with the date.

**Fill out the second page of the form only if you are changing your advisor or internship.