



# LINCOLN UNIVERSITY

## BA 484 – Graduate Internship and Report in Human Resources Management

### Course Syllabus

<b>CREDIT:</b>	4 units (135 hours of internship + 30 hours of report preparation)
<b>ADVISOR:</b>	To be selected by students and approved by the Provost
<b>CONTACT HOURS:</b>	To be arranged by the advisor
<b>COURSE TIME &amp; LOCATION:</b>	Self-study internship
<b>TEXT &amp; MATERIALS:</b>	Research materials appropriate for the internship analysis
<b>REFERENCE MATERIALS:</b>	As internship demands

#### **COURSE DESCRIPTION:**

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. *Requirements: Advisor's approval; Records and Registrar Offices permission. CR/NC*

#### **COURSE REQUIREMENT:**

This is an elective internship course for students seeking the DBA degree with Human Resources Management Concentration. The internship activities will require the preparation of a research based analytical written report submitted to the student's faculty advisor at the completion of their internship assignment. The report's topic and the choice of employment for the internship must be related to the student's area of concentration, be approved by the Provost, and be supervised by the student's internship advisor.

#### **COURSE LEARNING OBJECTIVES:**

1. Being able to demonstrate mastery of the DBA coursework in an area of concentration.
2. Being able to apply academic learning to the practical problems and situations of a business workplace.
3. Training in professional report writing under supervision.
4. Development of professional-level problem assessment skills, with experience in making professional recommendations.

The student chooses an advisor who has work experience in the field of internship or teaches related courses. The selected advisor will supervise writing of the report submitted at the completion of the internship period. The grade for this course is given on the basis of student's analytical results and presentation in front of a committee. The attached **recommendations for writing the internship report** will be used by the faculty advisor to assess student's business analysis and issue a grade for the course.

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

1. During the initial registration, students taking a graduate internship course should submit the following documents to the Records Office:
  - A). **Proposal Approval Form** filled in by the student and by the proposed LU faculty advisor (the form is attached);
  - B)\*. 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;
  - C)\*. Completed **Agreement for Internship** signed by the work supervisor and the LU faculty advisor (the form is attached).

**\*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. These documents are not required for registration if the actual work was performed earlier and only the report should be written.

2. During the internship terms, students should submit the **Progress Form (form is attached)** to the Registrar Office at the appropriate times (described in the form), filled in and signed by the LU faculty advisor.
3. The internship report shall have three components: descriptive, analytical, and documentary. Each of these components must be complete. The analytical component will be weighted as 50% of the grade for the report, with the descriptive and documentary components each weighted as 25% of the grade for the report. Grade is assigned by the advisor and reviewer.
4. The student's advisor must sign off certifying the completion of the internship requirements and suggest the presentation and a committee/reviewer for it.
5. The student's advisor may request the student to make corrections or revisions to their written report before assigning a grade if necessary.
6. 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 this course (4 units) in that term.
7. If the students change either the internship employer (company) or LU faculty advisor, they must re-register the course as stated above in 6.
8. 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.

9. 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.
10. The **Intern's Evaluation** form should be submitted to the Registrar and Records Offices after completion of the course.

## COURSE LEARNING OUTCOMES (CLOs):

**CLO 1:** Students are expected to gain applied knowledge in the area of Human Resources Management through real-life work experience. **Evaluation by the employer.**

**CLO 2:** Developing an ability to decide which theories, ideas, or concepts might be applied to the world of real business in the field of their concentration and to assess the efficiency of the tool(s) learned. Ability to apply course-learned theoretical knowledge and to find practical solutions to problems at the workplace.

**CLO 3:** Being able to identify and demonstrate clear examples of leadership and management styles to promote good working relations and a productive work environment. Students are expected to develop skills for communication to clients, supervisors, and peers.

**CLO 4:** Students are expected to make practical suggestions on how to improve operations, management, or leadership styles in order to increase efficiency at their place of internship.

**Internship report and presentation evaluated by the adviser and a committee.**

## COMPONENTS OF THE REPORT:

### **Descriptive Component:**

The report's descriptive component should introduce the report and be brief in relation to the central analytical component of the work. These questions should be addressed in the introductory descriptive summary: What is the background and specific business of the company and/or department in which the internship was performed? What work was performed for the company? What was the intern's job title? What were the internship duties, work assignments, and projects completed? Why/how were these tasks important to the organization? Why were they assigned? Why are they significant? What courses completed at Lincoln University were the most or the least applicable to the internship? What distinctions between classroom education and on-the-job internship experience would you make? Finally, how did the internship contribute to the student's career goals? The faculty advisor may require additional descriptive text.

### **Analytical Component:**

The analytical component, the major focus of the report, requires the student to address a specific topic, subject, issue, question, or problem related to the work of their internship placement. This topic may be based on work assigned the student by the internship supervisor or on an additional analysis of an issue related to the internship. This topic must be selected in consultation with the faculty internship report advisor by the end of the first month of the internship. The analytical component should relate academic knowledge to practical experience. Its purpose is to help the student develop written and analytical skills. The student will not only gather information but interpret, organize and present it clearly and understandably. Whatever style of analysis is undertaken with the approval of the faculty advisor, the analytical component must conclude with specific practical recommendations related to the matter analyzed.

### **Documentary Component:**

All documentation necessary to demonstrate the fulfillment of all University and work place requirements should be attached to the report. This should include a copy of the original internship proposal as well as any assessment made of student work by student or others, especially if the

student was given a formal written evaluation by their internship supervisor. A record of hours worked should be included. Samples of work completed during the internship may be included. A brief entry log of meetings or other communication with supervisors, mentors, advisors, and colleagues relevant to the internship report should be appended. Documentation that the internship supervisor has received a draft copy of the internship report and has had an opportunity to comment should also be attached. The faculty advisor may require other documentation.

## **ADDITIONAL REQUIREMENTS:**

### **Style Standards**

All written work submitted to Lincoln University must conform to the APA style, unless another style is approved by the faculty internship report advisor.

### **Proprietary Information**

Only use the name, or other identifying information, of the business or agency where the internship was completed in the written report with the permission of the internship workplace supervisor. Proprietary information must at all times be respected. In case of any doubt, the student should consult the faculty internship report advisor before any distribution of the report.

### **Intellectual Property**

All references to or use of any published or unpublished work of another person in the internship workplace or from any other professional or other source must be fully attributed. All quotations should be brief, minimal, necessary, and fully attributed. Reports will not be accepted that fail to meet this professional requirement, and a failing grade may be assigned in cases of plagiarism.

## **EVALUATION:**

This report will be evaluated and graded by the advisor. A grade of **CR or NC** will be given.