

LINCOLN UNIVERSITY

SYLLABUS: BA 291

COURSE TITLE: Internship in Business Administration
COURSE NUMBER: BA 291
CREDIT HOURS: 1-4 Semester Credits (45 work hours for 1 credit unit)

INSTRUCTOR: To be announced

CONTACT INFORMATION

& HOURS: To be announced

COURSE TIME & LOCATION: Self-Study Internship at least 45 hours per credit

PREREQUISITE(S): Instructor approval required.

TEXT and MATERIALS: Research materials as appropriate for the internship selected

REFERENCE MATERIALS: As internship demands

COURSE DESCRIPTION:

Practical experience involving employer's evaluations of student performance. (1-4 units)

Prerequisite: Dean's permission.

COURSE OBJECTIVES:

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

- Demonstrate the application of knowledge gained throughout the graduate 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 work place.

COURSE PROCESS AND STRUCTURE:

1. With instructor 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 instructor.

Last revised: June 20, 2011