

## LINCOLN UNIVERSITY

### SYLLABUS: BA 398

<b>COURSE TITLE:</b>	<b>MBA Internship Report</b>
<b>COURSE NUMBER:</b>	<b>BA 398</b>
<b>CREDIT HOURS:</b>	3 Semester Credits (at least 135 hours of internship in a job) and can be extended to another semester
<b>INSTRUCTOR:</b>	To be announced
<b>CONTACT INFORMATION &amp; HOURS:</b>	To be announced
<b>COURSE TIME &amp; LOCATION:</b>	Self-Study
<b>PREREQUISITE(S):</b>	Completion of all MBA coursework. Advisor approval required.
<b>TEXT and MATERIALS:</b>	Research materials as appropriate for the internship selected
<b>REFERENCE MATERIALS:</b>	As research demands

#### **COURSE DESCRIPTION:**

A report analyzing the work must be submitted upon completion of the assignment and reported to a committee. The employment must be directly related to the student's area of concentration and faculty approval is required. The employer provides an evaluation of the work, and the student should regularly confer with the faculty adviser. (3 units) Prerequisite: Completion of the coursework.

#### **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, exhibits a level of analysis appropriate to a Master's degree, 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 on the special topic of study in the real work place.

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

1. With advisor approval, the student will select an internship and define its scope.
2. The student will select three members of the Report Review Committee.
3. 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
  - Observations made during the internship that are applicable to the future career
  - Full analysis of the internship
  - Conclusions

**EVALUATION:**

Report— 100%— Each student will complete a report and submit it to the Report Review Committee for evaluation.

Last revised: June 20, 2011