

# Lincoln University

## BA 393— GRADUATE INTERNSHIP IN GENERAL BUSINESS PROGRESS FORM



Ref:R/IPF/393

STUDENT'S NAME (Last, First, and Middle Name)		STUDENT I.D. NUMBER
		@lincolnucsf.edu
TELEPHONE	E-MAIL	
FALL	SUMMER	SUMMER
CURRENT TERM	YEAR	PERIOD FOR INTERNSHIP

### FACULTY ADVISOR

Faculty Advisors should fill in and sign on the below information for each of two stages of the report progress. Students should submit it to the Records Office at the times stated below. Failure to submit this form may result in a No Credit (NC) grade.

### STAGE 1:

Please fill in the below section **A** and submit this form **before the end of March** (for Spring Semester) or **before the end of June** (for Summer Session) or **before the end of October** (for Fall Semester).

A. Progress on Report Preparation:  Satisfactory  Unsatisfactory  
Advisor Signature/Print Name \_\_\_\_\_ Date: \_\_\_\_\_

### STAGE 2:

Please fill in the below sections **B** and **C**, and submit this form **before the end of April** (for Spring Semester) or **before the end of July** (for Summer Session) or **before the end of November** (for Fall Semester).

B. Percentage of the work completed \_\_\_\_\_ %

C. Advisor Comment \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature/ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

### Received by the Records Office

Stage 1: Signature / Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Stage 2: Signature /Print Name: \_\_\_\_\_ Date: \_\_\_\_\_