

Lincoln University



BA 394— GRADUATE INTERNSHIP IN HUMAN RESOURCE MANAGEMENT PROGRESS FORM

Ref: R/IPF/394

STUDENT'S NAME (Last, First and Middle Name)			STUDENT I.D. NUMBER		
			@lincolnucsf.edu		
TELEPHONE			E-MAIL		
FALL	SUMMER	SPRING			
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: _____