

LINCOLN UNIVERSITY
401 FIFTEENTH STREET, OAKLAND, CA 94612
phone: (510) 628-8010 fax: (510) 628-8012

**BA 398 – MBA INTERNSHIP REPORT
 PROPOSAL APPROVAL FORM**

STUDENT'S NAME (Last Name, First Name) **STUDENT I.D. NUMBER**

TELEPHONE **E-MAIL**

CONCENTRATION **CURRENT TERM** (Fall, Spring, Summer / Year)

PERIOD FOR INTERNSHIP **EXPECTED GRADUATION TERM** (Fall, Spring, Summer / Year)

INTERNSHIP REPORT TOPIC

The Internship Report is expected to be analytical rather than descriptive. It should contain accurate information along with sound arguments and conclusions. Please get a printed synopsis of the MBA Internship Report requirements from the Registrar's Office.

1. PROPOSED INTERNSHIP COMPANY NAME AND ADDRESS

2. PROPOSED INTERNSHIP POSITION. DESCRIBE HOW THE INTERNSHIP DUTIES HELP YOU TO ANALYSE THE BUSINESS/DEPARTMENT AND DEMONSTRATE MANAGERIAL SKILLS.

3. NAME OF PROPOSED FACULTY ADVISOR

Advisors for the MBA Internship Reports (BA 398) should be selected from the university MBA faculty available for the term (see catalog or website). If you cannot select an advisor or the person selected by you is not available, please consult with the Dean/ Provost/ President. If you decide to change your advisor/employer or course BA 398 to BA 399, you need to register again and get approval from the Dean/ Provost/ President.

4. STUDENT'S SIGNATURE

(Student's Signature and Date)

5. I AGREE TO REVIEW AND GRADE THE REPORT.

(Advisor's Signature and Date)

6. ARE YOU CHANGING YOUR ADVISOR / EMPLOYER? _____ YES _____ NO

If "NO", please get your advisor's signature (#5), get approval on this form from the Dean/ Provost/ President, and submit it to the Registrar's Office.

If "YES", please complete (#6a) in this form, get the necessary signatures (#5 and #6b), get approval on this form from the Dean/ Provost/ President, and then submit it to the Registrar's Office.

a. WHO WAS YOUR PREVIOUS ADVISOR / EMPLOYER AND WHY DO YOU INTEND TO CHANGE ADVISOR / EMPLOYER?

b.

- I AGREE.
- I DO NOT AGREE. (Please explain below.)

COMMENTS / REMARKS:

(Signature of Previous Advisor)

(Date)

APPROVED BY THE RECORDS OFFICE (Only for student initial registration of BA 398)

(Signature and Date)

APPROVED BY THE REGISTRAR OFFICE (Only for student initial registration of BA 398)

(Signature and Date)

APPROVED BY THE DEAN/ PROVOST/ PRESIDENT (Only for student initial registration of BA 398)

(Signature and Date)