



THE DEPARTMENT OF BUSINESS ADMINISTRATION

Internship Evaluation Requirements for Students Completing Business Administration Program Internship

Along with the evaluation requirements of the participating organization providing the internship, the business administration program intern shall:

- 1) maintain weekly log of responsibilities and accomplishments;
- 2) produce and present final comprehensive report of entire internship experience upon completion;
- 3) upon completion, procure a letter of reference / closure from supervisor of participating organization providing the internship.

Intern Signature & Date _____