



## **MBA FIELD EXPERIENCE GUIDELINES AND PROCEDURES**

The Field Experience requirement represents an opportunity for you to put into practice some of the concepts you've learned during the core course work. It is important to begin to explore possible field experience opportunities early so that you will be able to develop an internship that is interesting to you and will result in a successful course.

### **GOALS/RATIONALE**

The objective is to present students with an opportunity to apply and assess insight gained from academic courses in a professional management environment. Exposure to this environment will give students additional perspectives in business administration. The result of the field experience will be a report that blends theory and practice.

### **GUIDELINES**

The Field Experience must be detailed in an approved proposal to be developed by the student and the MBA Director or designee. The number of hours spent on the field experience should meet or exceed 100 hours.

A Field Experience can be an internship, consulting on a project, or employment that allows the application of the core course work.

### **PROCEDURES**

1. Student researches and develops a written field experience proposal under advisement of the MBA Program Director, designee/Assistant Director or a faculty sponsor.
2. Student completes Field Experience.
3. Supervisor submits performance review of student's Field Experience via letter or appropriate performance appraisal from organization.
4. Student submits a 3-5 page reflective paper that integrates materials from the MBA core and the Field Experience.