

# PROVIDENCE COLLEGE

✦ MBA Program

## MBA 699: Real-World Experience: Business Internships Learning Agreement Form

The MBA Program requires professional work experience within a business setting. Students are required to complete a 400-hour business-related internship. Students must be registered for MBA 699, Real-World Experience: Business Internships at the same time as working at a pre-approved internship.

**The internship requirement must be completed within the first semester of matriculation.** Working professional MBA students and students with significant prior business work experience may waive this requirement and substitute it with an elective.

Students who are required to complete an internship as part of their MBA requirements are responsible for securing an internship. Once an internship has been secured the student must:

1. Complete the following Learning Agreement Form and return for approval to [mba@providence.edu](mailto:mba@providence.edu)
2. Once approved, the student will be registered for MBA 699 on CyberFriar through the MBA Program Office

Students who need assistance in finding an internship should schedule a meeting with Bob Green, the MBA Program Career Coach, by contacting the MBA Program Office.

Bob Green Office Hours:

Tuesdays and Wednesdays: 3:00-8:00 PM

Ryan Center for Business Studies 134

Additionally, students can talk with the MBA 699 instructor or schedule an appointment with the Center for Career Education & Professional Development in Slavin 108 at 401-865-1290. Students who have general questions regarding the internship requirement may contact the MBA Program Office at [mba@providence.edu](mailto:mba@providence.edu) or 401-865-2294.

Please fill out the following information.

**1. Attach a Copy of Your Internship Offer Letter/Email from Your Employer**

**2. Students who are both a GA on campus, and are planning to intern on campus, need to submit both GA and internship job descriptions (for on-campus internships only).**

<b>3. Student Information</b>	
Student Name	
Banner ID	
Program Entry Term	
<b>4. Internship Information</b>	
Company Title	
Company Address	
Company Website	
Company Description	

<b>5. Position Information</b>	
Position Title	
Position Description & Job Responsibilities	
Position Start Date	
Position End Date	
Position Hours	
Supervisor Name	
Supervisor Title	
Supervisor Email	

## 6. Develop Learning Objectives & Strategies with Your Supervisor

**Learning Objectives:** These are statements that describe what you expect to learn. Learning objectives might include your intention to expand/develop knowledge in a specific area, improve/develop specific skills/competencies, or develop personal insights regarding your values or attitudes. It is recommended that you list at least 3-4 learning objectives.

1.

2.

3.

4.

**Learning Strategies:** These are statements that describe how you intend to achieve your objectives. Examples of how you might achieve your learning objectives include: specific tasks on a project, training, seeking feedback and mentors, attending meetings, research, MBA course work, etc. Please list at least 1 learning strategy for each learning objective specified.

1.

2.

3.
4.

*By signing this form, the hiring company, internship supervisor, MBA 699 course instructor, and the MBA student all agree to the internship responsibilities and expectations listed above, as well as to the requirements of the course as outlined in the syllabus.*

Required Signatures	Date
Student:	
Internship Supervisor:	
Faculty Supervisor:	

**CONTACT INFORMATION**

**Providence College MBA Program**  
 Ryan Center for Business Studies 135  
 1 Cunningham Square  
 Providence, RI 02918

401.865.2294  
[mba@providence.edu](mailto:mba@providence.edu)

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**Office Use Only**

Decision: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date Registered on CyberFriar: \_\_\_\_\_