

VI. ACADEMIC PROGRAMS - SCHOOL OF BUSINESS

A. MASTER OF ARTS IN SOCIAL AND CIVIC ENTREPRENEURSHIP (MASCE)

1. Program Description

The Master of Arts in Social and Civic Entrepreneurship (MASCE) is an accredited degree that equips students with the core social and civic entrepreneurial proficiencies and expertise for managers and leaders in a global environment. These leaders could be involved in for-profit (business), non-profit (NPOs or NGOs) or governmental organizations. The degree also provides students with core Christian theology in subjects related to the practice of social and civic entrepreneurship. This degree is a joint effort between the BGU School of Theology and the School of Business (also referred to as the Bakke Business School or BBS) with 15 hours of theology and contextual courses and 21 hours of entrepreneurial and business courses for a total of 36 credit hours.

The MASCE offers students with full-time employment the opportunity to advance their own knowledge and careers while completing a graduate business degree from a Christian worldview. Students will be exposed to cross-cultural, experienced, internationally-oriented faculty, case-studies, and historic and emerging trends in the various fields of substantive social and civic entrepreneurial leadership and business study. Students will also have opportunities to travel as part of their education, to see first-hand the application of these skills sets and principles in real life contexts.

Bakke Graduate University's MASCE program takes into account the market for such programs, the trends, the values, objectives and mission of BGU. It was designed as a values-based, low-residency, mixed-delivery, cohort-based (approximately 20-30 students), accelerated format that incorporates a distributive learning program overseas with the extensive use of practitioners to generate a degree for working adults.

2. Program Outcomes

As an outcome of the MASCE degree, students will obtain:

- a. The ability to analyze, synthesize, evaluate, and advocate the stewarding of resources for social purposes as an essential complement to commercial enterprises. Students will be taught to focus on profits in order to sustain long-term organizational mission and values that create social good.
- b. Basic decision-making, organizational, resource and human management skills based on sound biblical principles, including a working knowledge of accounting, finance, business law, strategic planning, best practices, and emerging trends for small businesses and NPOs. These skills will be taught from an analytical management perspective that includes systems, processes and controls.
- c. An understanding of the chronic failure of corporate character development and ethical behavior globally, by examining the pervasive, pandemic, global corruption in business and government and the recent corporate scandals and misguided practices. This will be contrasted with the burgeoning, redemptive best practices and models of corporate social responsibility and business as mission.

- d. Knowledge, comprehension and application of entrepreneurial for-profit, not-for-profit and governmental leadership skills for resolving pervasive social problems.
- e. An understanding of the entrepreneurial role and responsibilities of leaders and managers:
 - i. In non-governmental settings involving the private sector and faith-based social enterprises. This includes examining the various ways in which social entrepreneurship can be used to benefit the disadvantaged through creative nonprofit entities and through partnerships between the private and governmental sectors. It explores the critical issues involved in developing contextualized model programs of social entrepreneurship to help solve urban social problems in various locales worldwide; and
 - ii. In governmental organizations (local, regional, national, and international) to provide innovative public sector solutions to social problems. These solutions are manifest primarily through law-makers, courts, regulators, bureaucracies, and public services providers; secondarily manifested through community and economic development efforts, including those in developing and developed countries.
- f. Critical-thinking and problem-solving skills based on core understandings and uses of the above-identified business managerial and leadership substantive knowledge.
- g. Key concepts and themes in the Bible, church history, and theology to prepare leaders to understand the Christian worldview for entrepreneurial social and civic endeavors.
- h. Opportunities for structured, practical application of the biblical perspectives on innovative entrepreneurship and social responsibility to and/or within a selected ministry or business, often within a cross-cultural context.

In short, the BGU MASCE program seeks to equip students with a practical understanding of how Judea-Christian ethics and values influence the above skill sets and substantive knowledge so that graduates are better prepared to: build values-based organizational cultures; make ethical decisions; transform individuals, organizations, and communities; and have a significant positive impact upon both local and global societies with their careers, callings, and lives.

3. Personal Learning Community and Mentor

In the process of the MASCE program, each student will be required to identify:

- a. A Personal Learning Community (PLC) of not less than three individuals (selected by the student) who will contractually commit to review all of the student's work, papers, and progress throughout the program, and to provide encouragement and constructive, skill-developing, character-building feedback; and
- b. A Mentor (selected by the student) who will speak into both the student's academic program and his/her non-academic life with Christian wisdom, advice, and counsel.

4. Admission Requirements

a. Academic Credentials

Entering students must have a bachelor's degree or bachelor equivalency³ which includes at least 15 semester hours of courses in administration/project management, business, social/behavioral science, Bible or theology. Students without formal graduate level courses in these subjects must demonstrate training or work experience⁴ in at least one of these fields.

Students without bachelor or bachelor equivalency must apply for the program under Special Student Status (see page 17 for a detailed list of requirements). Applicants will only be considered if they have work experience or other training that demonstrates knowledge and core skills in leadership positions that demonstrate the ability to undertake graduate-level education. If approved for admission, the student will be placed in a probationary status pending completion of the first three Core courses in a manner that, in the sole discretion of the Academic Affairs Committee (AAC), clearly demonstrates the student's ability to satisfactorily perform graduate-level work at BGU. The student may enroll in the fourth class pending AAC approval, but will not be allowed to participate in the class until that approval has been received.

Academic transcripts from non-US academic institutions may be evaluated by an outside firm. Any fees associated with that evaluation must be paid by the student before he/she is admitted to any BGU degree program.

b. Biblical Training

Students who do not have academic credentials or equivalent life/work experiences to give them an excellent foundational understanding of the New Testament (NT) and Old Testament (OT) of the Bible at a graduate level, will be required to take as a prerequisite the following BGU courses: THE 605 and THE 606; or THE 600 (on-line). These courses must be completed before the student will be

³ Bachelor equivalency is defined as:

(a) foreign degrees that arise from a foreign institution that is not US accredited, but which will be evaluated by the school as being deemed adequate preparation for the admission to the masters degree program.

(b) courses taken that did not result in an undergraduate bachelor's degree, but the student has achieved the total number of credit hours and sufficient general education coursework that would equate to a bachelor's degree upon evaluation of the student's transcripts.

(c) the student does not have an undergraduate bachelor's degree, but has taken enough bachelor's level courses, plus additional non-accredited courses, seminars, or on-the-job training and work experience (as evaluated by the Registrar, Dean, and Academic Affairs Committee based on acquired knowledge and skills from life experiences of the student which are equivalent to that provided in the classroom and which can be verified and properly documented) to demonstrate competence and knowledge of the subject to allow entrance into the masters program. See page ~ in this Catalogue for instructions on Special Student Status.

⁴ Work experience or training which substitutes for an earned degree must include at least two years in an organization where the applicant has oversight responsibility over budget, financial and people resources. The applicant's work experience or training must have included exposure to planning and assessing external environments that involved economic, financial and marketing factors.

admitted into full status in the MASCE program. The student will be placed in probationary admissions status until these courses are completed, but will be allowed to take up to twelve (12) hours of other MASCE courses prior to having completed the Prerequisite(s).

Students who are accepted into the MASCE program by the Academic Affairs Committee (AAC) before December 31, 2008, and have taken THE 605 and THE 606 or their equivalents will be given core theological credit toward the MASCE degree in lieu of having to take them as Prerequisites and in lieu of MSC 601 (Cross-Cultural Engagement) and MSC 603 (Poverty, Diversity and Social Justice). Alternative substitutions may be made by the student upon written approval by the BBS Dean.

c. Leadership/Ministry Experience

The MASCE is designed for applicants who have had a minimum of two years of prior part-time or full-time involvement in ministry or organizational leadership/administrative roles. Students without such prior experience will be placed in probationary admissions⁵ status until they demonstrate involvement in such roles during their tenure as MASCE students.

d. English Language

Each student must demonstrate English-proficiency by: (1) showing that it is his/her native language or (2) exhibiting sufficient English-language capabilities to succeed in the classroom and in the BGU MASCE program as measured by a score of not less than 80 on the internet-based TOEFL or TOEFL-equivalent exams.

e. Prerequisite Courses

The MASCE degree requires two courses (6 credits) as Prerequisites to provide the student with sufficient biblical background to enter into the 36-credit hour program. Any or both of the two courses may be waived upon petition to the Registrar and BBS Dean through demonstration of (1) prior college or university similar course completion or (2) significant prior work experience covering the course material as delineated in the course descriptions and syllabi.

5. Advanced Standing

If students have accumulated credits from other academic institutions which they feel may be applicable to the MASCE, they may petition the AAC at the time of admission for advanced standing entrance into the MASCE degree, transferring in approved credits at the transfer credit rate up to a maximum of 18 credit hours. It is in the discretion of the AAC to determine which courses may be transferred in and which requirements or electives they will replace.

6. Degree Requirements

a. Academic Achievement:

⁵ Students will not be fully enrolled and cannot take more than 12 hours of course work until they have demonstrated they are concurrently involved in ministry or organizational leadership/administrative role subject to the Dean's approval.

- i. Grades: Students working toward the MASCE degree shall complete 36 semester credit hours by taking coursework in each of the core curriculum sections specified below. Students must maintain a 3.0 grade point average (GPA) to meet MASCE degree requirements. See the section on Grading on page 28 of this Catalogue for policies related to grade changes.
- ii. Core Courses: The 36-credit hour coursework requirement consists of four 3-credit courses listed below as “Theological and Contextual Core Courses” for 12-credit hours, five 3-credit courses listed below as “Social and Civic Entrepreneurship Core Courses” for 15-credit hours, one 3-credit course from a host of “Elective” options, and an “Immersion Core” for 6-credit hours, which may be selected by the student from among the four alternatives listed below. Certain alternative learning experiences may be undertaken with special approval by the BBS Dean.
 - 1) Application Core: Students in the MASCE program will conclude their program with their choice of any one of the following four options from the “Immersion Core.” It is this combination of theory and practice in the field of the candidate’s ministry which distinguishes this program from others that focus only on academic and experimental research. Regardless of the option selected, the Immersion Core courses will include a final written Project Proposal in proper form that makes a unique contribution to the body of Christian ministry knowledge or of mission, institutional or business practices.
 - a) The Capstone Project (MSC 691—6 credits): This option is only available after a Request for Candidacy and a formal Project Proposal have been approved by the AAC as explained above; OR
 - b) The Mini-Capstone Project (MSC 692—3 credits) *and either* an Urban Field Experience (PRM 606—3 credits) *or* the Community Development – Fresno (PRM 608—3 credits) course. Either or both of these courses can be taken at any time during the MASCE degree program. The Project portion is only available after a Request for Candidacy and a formal Project Proposal has been approved by the AAC; OR
 - c) An International Field Experience (MIS 605—6 credits): This course can be taken at any time during the MASCE degree program. The Project Proposal option within this course’s syllabus is required, but the Proposal must receive prior approval by the BBS Dean and the Professor of Record; OR
 - d) An International Service Experience—doing Ministry in Country To Be Determined. This course can be taken at any time during the MASCE degree program but only after a Project Proposal has been approved by the BBS Dean and the assignment of a Professor of Record.
 - 2) Application Core Advisor: Students in the MASCE program will consult with an Advisor before selecting their Application Core option to determine the best way to effectively integrate both theory and practice of ministry in their experience. The Professor of Record may serve as the student’s Advisor for the Capstone and International Field Experience courses. Alternatively, a student may choose an Advisor from an “Approved Advisor” list to function as the primary mentor on the final project or may submit the vita of someone not on

the approved list to the AAC for approval. (See Master's Final Project Handbook on the BGU website.)

- 3) Alternatives: Independent Studies and Internships may be undertaken with special approval by the BBS Dean (for both) and the AAC (for Internships).

b. Request for Candidacy (Graduation)

Students who have completed approximately three quarters of their degree program (generally 30 credits toward their degree) may apply for candidacy, i.e. graduation track status. The AAC will make the final decision as to whether the student qualifies for candidacy and will be admitted into the final stages of the degree program. Each Request for Candidacy will include the following procedures:

- i. The prospective candidate will have fulfilled all entrance deficiencies and other conditions stipulated at the time of admission into the program;
- ii. The prospective candidate will have demonstrated a capacity for individual research, indicated by the quality of written work submitted in conjunction with course work;
- iii. The prospective candidate will submit a Request for Candidacy form to the Office of the Registrar with a copy to the office of the BBS Dean; and
- iv. The prospective candidate who is entering the Immersion Core of the MASCE degree will submit a formal written Project Proposal to the BBS Dean for review and recommendation and to the AAC for approval. A sample proposal is available from the BBS Dean's Office.

7. Curriculum

The MASCE program is a 36-credit degree that consists of the courses found on the following chart.

Bakke Graduate School of Business – MASCE Courses 2008-2009

Prerequisite Courses (Up to 6 Credits)		
Course No.	Course Title	Credit Hrs.
THE 605	Old Testament Narrative Theology AND	3
THE 606	New Testament Narrative Theology OR	3
THE 600	New Testament, Old Testament and Hermeneutics (on line)	6
Theological and Contextual Core (12 Credits)		
HST 601	Global Christian History OR	3
MSC 601	Cross-Cultural Engagement AND	3
MSC 603	Poverty, Diversity and Social Justice	3
LDR 607	Servant Leadership, Character and Ethics	3
TOW 601	Theology of Work (Work, Calling and Human Dignity)	3
Social & Civic Entrepreneurship Core (15 Credits)		
MSC 605	Social and Civic Entrepreneurship	3
MSC 607	Toolkit I: Products, Marketing and Service	3
MSC 608	Toolkit II: People, Projects and Planning	3
MSC 609	Toolkit III: The Law, Accounting and Money	3
MSC 610	Mission-Focused Entrepreneurship	3

Elective (3 Credits) Students may pick any one of the following courses		
MSC 621	Urban Solutions through NPO's and Grant Writing	3
MSC 622	Urban Solutions through Business	3
MSC 623	Urban Solutions through Government	3
MSC 624	Urban Solutions through the Church	3
Option	Any MBA or MAGUM Course	3
Immersion Core (6 Credits)		
CAP 691	The Capstone Project (Project Proposal Required) OR	6
CAP 692	The Mini-Capstone Project (Project Proposal Required) AND	3
PRM 606	Urban Field Experience OR	3
PRM 608	Community Development – Fresno (if not already taken for credit) OR	3
MIS 605	International Field Experience (Project Proposal Option Required) OR	6
MSC 693	International Service Experience—Doing Ministry in Country To Be Determined (Project Proposal Required)	6
Alternative Learning Experiences (with Special Approval)		
IND 603	Independent Study	3
INT 601	Internship (the number of credits is negotiable)	3
	TOTAL	36

8. Course Descriptions - MASCE

MSC 601 - Cross-Cultural Engagement (3 credits)

This course will address fundamental concepts of cross-cultural studies from a Christian perspective, including cultural and social anthropology, worldview, contextualization, communications and cross-cultural conflict, with particular emphasis on cross-cultural ministry and business. It will demonstrate the modern truth that every professional in the 21st Century, if he/she is to be effective, must have an awareness of and a sensitivity to the cultural mores and values held by other people groups, both internationally and nationally.

MSC 603 - Poverty, Diversity and Social Justice (3 credits)

This course addresses issues that are at the heart of the crisis being experienced by virtually every global metroplex. It examines current theories of poverty, diversity, and social justice, including current debates on poverty and development, the proper role and response of the church to urban, inner-city realities, Liberation Theologies for today's world, and evangelical reflection on social action and political involvement. It may be held in a US urban center to expose the students to poverty and poverty-alleviation efforts on the front lines.

MSC 605 - Social and Civic Entrepreneurship (3 credits)

This course explores *private sector*, social entrepreneurship theories and strategies for providing solutions to social problems. It addresses youth-at-risk programs, faith-based initiatives, the creation and development of workforce housing, and emerging global paradigms of NGO, NPO and multi-lateral ventures, alliances, and partnerships. It culminates in the creation of a business plan for a social entrepreneurial venture that is based on principles, processes and desired outcomes from a Christian biblical perspective. The course also analyzes emerging patterns of

public sector, governmental innovation, including partnerships with faith-based, local and global institutions in addressing and resolving social issues. It includes creative partnership opportunities among for-profit, not-for-profit and governmental entities, with a focus on innovative financing techniques, community-centered economic development and creative programs in health and human services.

MSC 607 - Toolkit I: Products, Marketing and Service (3 credits)

This course and its companion courses, MSC 607, 609 and 610, provide a practical, hands-on approach for an evangelical entrepreneur to start a small business, to understand its infrastructure, operations and context, and to then manage it profitably and in Christ-honoring, biblically-based, Kingdom-impacting ways. In this course the student will learn practical entrepreneurial skills related to product selection, sourcing, pricing, packaging, branding, marketing, sales and distribution. In preparation for MSC 610, the students will prepare a Strategic Marketing Plan for a specific product for a newly formed company in an international, mission context.

MSC 608 - Toolkit II: People, Projects and Planning (3 credits)

This course and its companion courses, MSC 607, 608 and 610, provide a practical, hands-on approach for an evangelical entrepreneur to start a small business, to understand its infrastructure, operations and context, and to then manage it profitably and in Christ-honoring, biblically-based, Kingdom-impacting ways. In this course the student will learn the basic principles of managing a business, including the arts of creative thinking, strategic and tactical planning, funding, organizing, staffing, directing, delegating, decision making, problem solving, time management, communicating, and motivating from both a business and biblical perspective. In preparation for MSC 610, the students will prepare a Strategic Business Plan for the specific product, company and international, mission context selected in MSC 607.

MSC 609 - Toolkit III: The Law, Accounting and Money (3 credits)

This course and its companion courses, MSC 608, 609 and 610, provide a practical, hands-on approach for an evangelical entrepreneur to start a small business, to understand its infrastructure, operations and context, and to then manage it profitably and in Christ-honoring, biblically-based, Kingdom-impacting ways. In this course the student will learn the legal context, risks and forms of business, the practical entrepreneurial skills for internal and external accounting (including budgeting, financial statement analysis and reports), and the sources and uses of funds, including cash flow, expense control, equity and debt, banking and grants for successful business/NPO operations. In preparation for MSC 610, the students will prepare a Strategic Financial Plan for the specific product, company, and international, mission context selected in MSC 607 and developed in MSC 608.

MSC 610 - Mission-Focused Entrepreneurship (3 credits)

This course and its companion courses, MSC 608, 609 and 610, provide a practical, hands-on approach for an evangelical entrepreneur to start a small business, to understand its infrastructure, operations and context, and to then manage it profitably and in Christ-honoring, biblically-based ways. In this course the student will examine the new phenomenon of Business as Mission (BAM) and learn "How" to integrate faith into a business and what it means to become a Kingdom Company and a Great Commission Company. The student will receive a working knowledge of multiple bottom lines, faith integration methods, functional analysis approaches, organizational systems, process, and controls for promoting social projects, and employee empowerment in international contexts. The students will, either individually or in small groups, develop a Strategic Master BAM Plan that will include

a Strategic Country/Area Analysis, a Strategic Business Plan, and non-traditional Strategic Faith Plan.

MSC 621 - Urban Solutions through Non-Profit Organizations and Grant Writing (3 credits)

This course gives the student practical skills in the area of capacity building, stewardship, development, accounting, finance, fund-raising, and grant writing in NPO/NGO socially entrepreneurial ventures and enterprises.

MSC 622 - Urban Solutions through Business (3 credits)

This course explores entrepreneurialism in the faith-based contexts globally, focusing on holistic outreach strategies in meeting social, spiritual and economic needs through business. Specific attention is given to micro-enterprise development (MED), micro-finance (MFI), small and medium business development (SME), and business as mission (BAM). These are examined in the context of the broader Marketplace Mission Movement. The student will engage in activities and research that will highlight the burgeoning mission area of enterprise development.

MSC 623 - Urban Solutions through Government (3 credits)

This course dissects the processes of public policy formulation to give the student an understanding of how laws are made, changed, and administered, especially as it relates to specific chronic urban issues that impact the city's poorest, powerless and marginalized—the least, last, and lost. It explores how Christians inside government, as well as NPO/NGOs, can influence the seats of power and public policy decisions, and can engage that process to carry out God's call "to act justly, to love mercy, and to walk humbly with your God."

MSC 624 - Urban Solutions through the Church (3 credits)

This course addresses the postmodern cry for different models of church and ministry, different roles for the clergy, and different responses to the challenges facing the Church and mission from urban pluralism and globalization. It also addresses the range of church administration and management skills needed for operating traditional and non-traditional bodies of Christ.

CAP 691 - The Capstone Project (6 credits)

The Capstone Project integrates both theory and practice of ministry through social and/or civic entrepreneurship. It is this combination of theory and practice in the field of the candidate's ministry which distinguishes this program from other programs that focus only on academic and experimental research. The final project is to be written in proper form and must make a unique contribution to the body of Christian ministry knowledge or to mission, institutional or business practices. All final projects must be discussed with the BBS Dean or his appointee prior to the student submitting his/her Project Proposal to the ACC and the appointment of an Advisor. The student may choose an advisor from an "Approved Advisor" list to function as the primary mentor on the final project or may submit the vitae of someone not on the approved list to the BBS Dean and the AAC for approval.

The Project cannot be undertaken until a Request for Candidacy and the formal written Project Proposal are approved by the ACC. (See above under Degree Requirements.)

CAP 692 - The Mini-Capstone Project (3 credits)

The three (3) credit Mini-Capstone Project will be a smaller version of the six (6) credit Capstone Project (see the description under the Capstone Project immediately above for relevant requirements and procedures). During the student's consultation with the BBS Dean or his appointee, the proper scope of the Project will be discussed.

The Project cannot be undertaken until a Request for Candidacy has been approved by the ACC and an Advisor has been appointed. (See above under Degree Requirements.)

MIS 605 - International Field Experience (6 credits)

This course is an international trip focusing on core elements of cross-cultural experience and interpretation. This plunge provides students with an international learning experience taught by BGU faculty and guest lecturers. The specific locations change from year to year, but are all designed to provide a different approach to the subject of the post-colonial realities of the Church, mission and business in the world, acknowledging that 80% of the world's Christians do not live in North America or Western Europe. This course also explores theological issues unique to the host context and exposes students in that context to host theologians and practitioners. For example, see MIS 605a (China), MIS 605d (India) (Africa), MIS 605e (Latin America) and MIS 605m (Manila).

MSC 693 - International Service Experience—Doing Ministry in Country To Be Determined (6 credits)

This course is a version of either an independent study or an internship in which the student, through his/her own or BGU's contacts, contracts to perform an in-depth study of a private or public enterprise that is either located in a foreign country or is engaged in innovative efforts to effect urban transformation in a given country. This will include an in-depth situational analysis, if appropriate, and on-site research through one or more information-gathering trips. A Project Proposal must be approved by the AAC before the study can be undertaken for BGU credit in the student's business program. It must meet graduate level academic criteria, must be written in proper form and must make a unique contribution to the body of Christian ministry knowledge or to mission, institutional or business practices. All Proposals must be discussed with the BBS Dean or his appointee prior to the student submitting his/her Project Proposal to the ACC and the appointment of an Advisor. The student may choose an advisor from an "Approved Advisor" list to function as the primary mentor on the final project or may submit the vita of someone not on the approved list to the BBS Dean and the AAC for approval.

IND 603 - Independent Study (3 credits, unless otherwise approved)

The independent study is designed to allow the student to pursue graduate-level study on his/her own under the guidance of a supervising faculty member. The study may be appropriate in meeting the core requirements when the student demonstrates an inability to be present with his/her cohort. It may also be pursued as an alternative learning path when the student has a special area of study that will meet the requirements of his/her chosen Concentration. The goal of the business degrees and this independent study is to help equip the student for critical thinking and reflection about complex business issues in an urban or international setting. The proposed topic of study should be consistent with that goal, especially where those business issues coincide (or conflict) with social issues of poverty, diversity, and social justice, and can ignite a search for alternative business approaches to deal with those issues in context.

INT 601 - Internship (3 credits, but negotiable)

The internship is designed to give the student an in-depth experience, either domestic or international, in a private sector NPO/NGO or Christian-led business, or in a public sector governmental agency that is involved in seeking innovative solutions to chronic urban problems. The employing organization must be able to demonstrate that it can and will utilize the student in meaningful ways that produce a high degree of learning outcomes and exposure to the realities of that organization, its industry and its context. The goal of the business degrees and this internship is to help equip the student for critical thinking and

reflection about complex urban issues in a business, non-profit or governmental setting. The proposed topic of study should be consistent with that goal, especially where those urban issues coincide (or conflict) with social issues of poverty, diversity, and social justice, and can ignite a search for alternative business approaches to deal with those issues in context.

The participating entity will be required to sign an agreement with BBS and the student outlining the details of the internship. Any student desiring to undertake an internship will be required to submit an Internship Proposal to the BBS Dean for approval. The student should contact the BBS Dean's office to obtain information about participating entities and the format for the Internship Proposal and to schedule an appointment with the Dean. All Internships must be approved by the BBS Dean.