

Rutgers University – Livingston Campus
HRM Internship Course
Fall 2022
Course: 37:533:496:01
Logistics: Asynchronous

Professor: Dr. Kyra Leigh Sutton

Email: professorskyrasutton@gmail.com

Office: Virtual

Virtual Office Hours: Thursday(s) By Appointment

NOTE: Scheduling Appointments: Professor Sutton requires AT LEAST 48 hours notice to schedule an appointment. Send an email with the subject line “**Office Appointment – Internship Course.**”

Canvas. We will use Canvas for this course.

Weekly Emails. An email will be sent to ensure you know the course activities in that given week. The email will be sent on Sunday evenings.

Course Overview. This course is worth 3 credits, and it is pass/fail. Internships are experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Internships offer the opportunity to “try-out” a career while gaining relevant experience and professional connections. Internships are completed under the guidance of an on-site supervisor and a faculty sponsor, who, in combination with the student, will create a framework for learning and reflection.

SMLR Learning Objectives.

The **Internship** course is designed to meet sections of the following learning objectives for the School of Management and Labor Relations at Rutgers University.

- I. Application – Demonstrate an understanding of how to apply knowledge necessary for effective work performance***
 - Apply concepts and substantive institutional knowledge to understanding contemporary developments related to work
 - Understand the legal, regulatory, and ethical issues related to their field
 - Develop human resource management functional capabilities used to select, motivate, and develop workers (HRM)
 - Understand the internal and external alignment and measurement of human resource practices (HRM)

- II. Professional Development – Demonstrate an ability to interact with and influence others in a professional manner and to effectively present ideas and recommendations***
 - Develop effective presentation skills appropriate for different settings and audiences
 - Develop career management skills to navigate one’s career
 - Develop capabilities to work and lead in a multicultural and diverse environment

- Work productively in teams, in social networks, and on an individual basis
- Develop cultural agility competencies
- Demonstrate lifelong personal and professional development skills

PERFORMANCE OPPORTUNITIES: Each student will be formally evaluated on the following **SIX** assignments/activities:

1. **Internship Questionnaire.** The goal of the questionnaire is to gather initial information about the internship. It's a short assignment and different from the introductory paper.
2. **Introductory Paper.**
 - **Overview.** The paper should describe the organization you are working for and the start and end dates of the internship.
 - **Supervisor.** Share the name and position title of your supervisor. Also, how long have they been in their current role?
 - **How will you spend your time?** You should discuss your internship duties and responsibilities, including any projects you will work on while at the internship. Of note – you can include a job description if the organization provides it. The job description will NOT count towards your page limit.
 - Identify **THREE** goals you want to achieve during the internship. The goals should include a combination of skills you want to develop, relationships you want to build, and specific tasks/projects you hope to complete.
 - Anything else? Please explain any other details about the internship that you believe are relevant and meaningful.

Formatting Guidelines – Introductory Paper. The introductory paper should be no more than **THREE** pages, 12-point font, one-inch margins, and double-spaced. Please thoroughly proofread all work before submission; check your spelling, word usage, and ease of reading.

3. **Weekly Writing Prompts.** You will respond to weekly prompts throughout the semester. The writing prompt will be assigned in Canvas. Additionally, I will send weekly emails on Sundays. You'll then have 9 days to complete your assignments. **Writing assignments will be due weekly on Tuesdays before 11:59 PM (EST).** A list of dates is included on the next page.

Examples of writing prompts could include:

- *Internship reflection question* – This question will be related to something that occurs at your internship.

Sample questions

- Describe a challenge you faced in your internship in the last month. How did you resolve it?
- Describe two new relationships you have built since you began the internship. Discuss why you believe those relationships are important.

- Describe the culture of the organization. What are some norms employees are expected to follow (including virtually)? What does success look like in this organization?
- *Article reaction* – You will read articles relevant to your internship experiences throughout the semester.
- After reading the article, you will summarize three key lessons learned and describe any techniques you will use at work

Sample Articles

- [Providing Feedback to Your Internship Employer](#)
- [5 Common Internship Mistakes \(And How to Avoid Them\)](#)
- [5 Ways You Can Still Stand Out During a Remote Internship](#)

Formatting Guidelines – Weekly Writing Prompts. The weekly writing prompts should be between ½ - 1 page, 12-point font, one-inch margins, and double-spaced. In addition, your writing prompt should include an introductory sentence and a summary statement. Further, the body of the writing response can be paragraphs or bulleted points. Please thoroughly proofread all work before submission; check your spelling, word usage, and ease of reading.

4. **SMLR Career Center Touchpoints.** You must have FOUR touchpoints with the SMLR Career Center this semester. Since you must have four interactions with the SMLR Career Center, you are encouraged to work on this part of the course throughout the semester.

How should you complete the touchpoints?

The touchpoints should be a combination of attending virtual sessions and/or the **Fall SMLR Job Fair**. You can stay up-to-date on SMLR Career Center events by creating an account on [Handshake](#) or email smlrcareerservices@smlr.rutgers.edu. You can also follow the SMLR Career Center on [LinkedIn](#) or [IG](#).

At least one of your career touchpoints should be with [Teresitia Walters](#) (twalters@smlr.rutgers.edu), [Mayelin Torres](#) (mtorres01@smlr.rutgers.edu), or [Jacqueline Maginnis](#) (jmaginnis@smlr.rutgers.edu). [Note! Jacqueline M. is on leave during the Fall 2022 semester]. SMLR Career Services is available to students and alumni through virtual and in-person career advising

Some of the topics you can discuss during your meeting(s) include:

- Resume and Cover Letter Review
- LinkedIn Profile Development
- Salary Negotiation
- On-Campus Interviewing
- Career Counseling
- Interview Skills or Mock Interviewing

Finally, if you are a member of the SMLR Mentoring Program - any meetings you

have with your mentor will count towards the touchpoints.

Towards the end of the semester, you will write a 3-page paper that summarizes your SMLR Career Center touchpoints. Specifically, you will answer the following **five** questions:

- What are the goals of the SMLR Career Services?
 - Describe the services provided by the SMLR Career Services.
 - In general, why is it important for HR Majors and Minors to utilize the services and programs sponsored by the SMLR Career Services?
 - Name each of the **four** touchpoints (Date, Type of Session or Meeting, Length of Time) you had with the SMLR Career Services office this semester.
 - Describe what you learned from each touchpoint? In other words, why was the touchpoint beneficial for your overall career development and growth? Finally, explain which of the four touchpoints was most helpful for your career development and growth.
5. **Work Sample.** You will be required to submit a work sample from your internship. A work sample is an example of something you've created in your current role. Examples of work samples can include a document, worksheet, presentation, job aid, toolkit, a resource guide, etc.
6. **Final Paper.**
- A brief description of the unit of the organization, its function(s), and the role HR appears to play.
 - A short description of your key tasks, duties, and responsibilities as an intern.
 - Consider the goals you set for the internship. Your goals were described in the Introductory paper. Were your goals met? If yes, how so? If not, why not? Be specific.
 - How did the internship help you to apply conceptual knowledge learned in the classroom to actual situations and to acquire new skills? ***This should all be framed in terms of specific course concepts.***
 - How well did your courses in the undergraduate HRM program prepare you for the internship? Did your coursework give you a clear picture of how a HR function works in general?
 - Did you feel confident in your ability to do the job?
 - What parts of the internship were more difficult because of a lack of coursework?

Formatting Guidelines – Final Paper. The final paper should be no more than **SIX pages**, 12-point font, one-inch margins, and double-spaced. Please thoroughly proofread all work before submission; check your spelling, word usage, and ease of reading.

Writing Prompt Schedule*

Week	Writing Prompt Description*
1	Onboarding Period – No Assignment
2	Internship Questionnaire (+ Academic Integrity Contract)
3	Article Reaction
4	Internship Introductory Paper
5	Internship Reflection Question
6	Article Reaction
7	Internship Reflection Question
8	Midterms – No Assignment
9	Internship Reflection Question
10	Article Reflection
11	Article Reflection
12	Thanksgiving Break – No Assignment
13	Work Sample
14	SMLR Career Center Touchpoints Paper
15	Final Paper

Notable Dates

- ✓ Classes begin – Tuesday, September 6, 2022
- ✓ Last day to add a class – Thursday, September 15, 2022
- ✓ Classes End – Wednesday, December 14, 2022
- ✓ Reading Day(s) – Thursday, December 15, 2022
- ✓ Final Exam Period – Friday, December 16 - Thursday, December 22