Rutgers University – Livingston Campus
Internship Course
Summer 2021
Course: 37:533:496:01
Logistics: Asynchronous

Professor: Dr. Kyra Leigh Sutton
Email: professorkyrasutton@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.” Suggest a time slot that will work for you on Thursdays. Professor Sutton will email you back with a confirmation and specific time. Meetings will be held over Zoom or WebEx.

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
   - Understand cultural differences and how to work in a multicultural environment
   - Work productively in teams, in social networks, and on an individual basis
- Develop cultural agility competencies
- Demonstrate lifelong personal & professional development skills

**Course Meetings.**
We will meet “live” two times during the semester.

1. **Introductory Meeting Date & Time**
   - *Thursday, June 10, 100PM – 130PM (EST) – Tentative date/ time*

2. **Final Meeting Date & Time.**
   - *TBD*

**PERFORMANCE OPPORTUNITIES:** Each student will be formally evaluated on her/his performance on the assignments/activities identified in the next section.

1. The **Introductory Paper** must be submitted to my email address, professorkyrasutton@gmail.com on **Sunday, June 20, 2021 by 11:59 p.m.**
   - **Overview.** The paper should describe the organization that you are working for, as well as 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 that you will work on while you are 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.

2. **Weekly Writing Prompts.** You will respond to a weekly prompt for the duration of the semester. The writing prompt will be communicated over email on Sundays by Professor Sutton. You will be given one week to complete the writing prompt. A list of dates is included on **page 4.** The writing prompt should be sent to my email professorkyrasutton@gmail.com at the time designated in the writing prompt schedule.
   - **NOTE:** We will not use Canvas for this course!
The writing prompt will be one of the following:

- **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 of the norms employees are expected to follow (including virtually)? What does success look like in this organization?

- **Article reaction** – Throughout the semester, you will read articles that are relevant to your internship experiences.
  
  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.

3. The **Final Paper** must be submitted to my email address [professorkyrasutton@gmail.com](mailto:professorkyrasutton@gmail.com) and is due on **Friday, August 13, 2021, at 11:59 p.m.**
   
a. A brief description of the unit of the organization, its function(s), and the role HR appears to play.
   
b. A short description of your key tasks, duties, and responsibilities as an intern.
   
c. 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 no, why not? Be specific.
   
d. 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.**
   
e. 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?
   
f. Did you feel confident in your ability to do the job?
   
g. 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**

<table>
<thead>
<tr>
<th>Week</th>
<th>Writing Prompt Due Dates (Summer 2021)</th>
<th>Writing Prompt Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No paper due</td>
<td>Internship Onboarding Period; No assignment due!</td>
</tr>
<tr>
<td>2</td>
<td>Sunday, June 13 by 11:59PM (EST)</td>
<td>Article Reaction</td>
</tr>
<tr>
<td>3</td>
<td>Sunday, June 20 by 11:59PM (EST)</td>
<td>Internship Introductory Paper</td>
</tr>
<tr>
<td>4</td>
<td>Sunday, June 27 by 11:59PM (EST)</td>
<td>Internship Reflection Question</td>
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<tr>
<td>5*</td>
<td>July 4th Holiday Week – No Assignment Due</td>
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<tr>
<td>6</td>
<td>Sunday, July 11 by 11:59PM (EST)</td>
<td>Internship Reflection Question</td>
</tr>
<tr>
<td>7</td>
<td>Sunday, July 18 by 11:59PM (EST)</td>
<td>Work Sample</td>
</tr>
<tr>
<td>8</td>
<td>Sunday, July 25 by 11:59PM (EST)</td>
<td>Article Reaction</td>
</tr>
<tr>
<td>9</td>
<td>Sunday, August 1 by 11:59PM (EST)</td>
<td>Internship Reflection Question</td>
</tr>
<tr>
<td>10</td>
<td>Sunday, August 8 by 11:59PM (EST)</td>
<td>Article Reaction</td>
</tr>
</tbody>
</table>

*Last Week!* Final Paper is due **Friday, August 13, 2021 at 11:59 p.m. (EST)**

*No assignment is due*
学术诚信合同

所有成员须在伦理和道德行为上相互尊重，维护全体成员的人格尊严，抵抗可能导致危险或伤害他人的暴力、盗窃或种族歧视行为。所有成员须遵守本地、州和国家的法律及大学制定的规章制度。所有成员须遵守学术与学术自由的有关规定，尊重他人的知识产权并保证所有学生在一个不受骚扰和恐吓的环境中求学。请参见http://policies.rutgers.edu/sites/policies/files/00011251.PDF以获取有关学生行为守则的详细信息。请参见https://policies.rutgers.edu/sites/policies/files/10.2.13%20current.pdf以获取有关学术诚信政策的详细信息。

同样，商学院和劳资关系学院的所有学生和教师应以高标准要求个人行为、道德行为和专业诚信。在学术诚信方面，学生应避免作弊、抄袭、不正当拒绝他人使用材料，以及帮助他人进行学术不端行为。请参见http://policies.rutgers.edu/sites/policies/files/00011251.PDF以获取每种行为的详细描述。

任何一名学生所犯的以下行为都是学术不端行为，会降低其他学生和学者的真实成就。学术不端行为包括但不限于以下内容：

- 抄袭/不实代表作品
  - 直接引用或改写他人作品而不注明来源。
  - 提交相同工作，或主要部分，包括演示文稿，以满足多门课程要求而未经教员许可。
  - 使用数据或解释性材料用于报告或演示文稿而不注明来源或合作者。
  - 未注明他人帮助，如研究、统计分析或实地数据收集。
  - 提交购买的材料，如学期论文作为自己的作品。
  - 从任何来源直接抄袭，并避免引用，而不使用引号。
  - 从任何来源引用并修改少量文字以避免完全引用，而不使用适当来源说明。
  - 重写源自他处的主要概念，但未注明说明或不正确地引用来源。

INTERNSHIP COURSE – SUMMER 2021  5
• Submitting as one’s own any work created by someone else (e.g., paper, project, speech, video, exercise, etc.) without crediting them. Large duplication of someone else’s work should be avoided unless you obtain express permission from both the instructor and originator of the work.
• Fabricating or misrepresenting data or information
• Forging signatures

Cheating
• Copying work on examinations.
• Acting to facilitate copying during an exam.
• Sharing answers through technology or in written or verbal form when such interactions are prohibited
• Using prohibited materials, such as books, notes, phones, or calculators during an examination.
• Working with another student on an assignment when such collaboration is prohibited.
• Stealing or having in one’s possession without permission any materials, or property belonging to or having been generated by faculty, staff, or another student for the course.
• Willfully offering to do another student’s work so they may represent it as their own
• Assisting another student in cheating or plagiarizing
• Doing another student’s work, excluding collaborative learning assignments or joint assignments approved by the instructor.

Engaging in any of the above behaviors can result in an F on the examination or project, an F in the course, denial of access to internships, suspension for one or more semesters, or permanent expulsion from the School of Management and Labor Relations at Rutgers University.

I, ________________________________ understand the Policies on Academic Integrity and the Student Code of Conduct at Rutgers University and the School of Management and Labor Relations. Furthermore, I understand the consequences of unethical behavior.

We all share a responsibility in creating an ethical environment. I resolve to uphold and support high standards for ethics and integrity at Rutgers University. If I see, hear, or observe violations of ethics and integrity I will report them to my instructor, Department Chair, or Dean.

Student Signature: ________________________________ Date: ________________

Student Name (Please Print): __________________________________________

Rutgers University ID: __________________________________________