

**Rutgers University – Livingston Campus**  
**HRM Internship Course**  
**FALL 2024**  
**Course: 37:533:496:01**  
**Logistics: Asynchronous**

**Professor:** Dr. Kyra Leigh Sutton

**Email:** professorskyrasutton@gmail.com

**Office:** Virtual

**Virtual Office Hours:** Tuesdays – 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 – HRM Internship Course.**”

**Canvas.** We will use Canvas for this course.

**Weekly Emails.** On Mondays, an email will be sent to ensure you know the course activities for that week.

**Course Overview.** The HRM Internship course is worth 3 credits and 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.

**Incomplete Assignments & Grades.** Each assignment completed in this class will be graded. Students will receive one of the following grades on each assignment: (1) Complete or (2) Incomplete.

A student can receive an Incomplete grade if **ONE** or more of the following criteria is met:

- The pre-work for the assignment is incomplete (e.g., failing to attend a SMLR Career Center-sponsored event).
- The assignment directions were not followed.
- The entire assignment or parts of the assignment are missing.

Any student who receives an Incomplete on any assignment will not be given a final grade in this course until the assignment(s) is/are completed. In other words, if you receive an Incomplete on any assignment, you will not be given a Passing grade for this class. Prof. Sutton will provide the assignment make-up criteria and due dates for incomplete grades.

**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 **EIGHT** 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. ***Current Resume.*** You will upload a current copy of your resume. You are not required to make any changes to your resume.
3. ***Introductory Paper.***
  - **Overview.** The paper should describe the organization you are working for and the start and end dates of the internship.
  - **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 toward 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.
  - **Last Step!** Include a copy of your current job description in the assignment.

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

4. **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 Mondays. You'll then have EIGHT 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**

- [How Can I Upskill as an HR Professional?](#)
- [How to Become More Visible at Work](#)
- [5 Common Internship Mistakes \(And How to Avoid Them\)](#)

**Formatting Guidelines – Weekly Writing Prompts.** The weekly writing prompts should be between ½ - 1 page, in 12-point font, with 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.

5. **SMLR Career Center Touchpoints.** You must have **FOUR touchpoints** with the SMLR Career Center this semester. The touchpoints will include:

Touchpoint	Description	Dates
1	SMLR Networking & Recruiting Event - Fall 2024	Sept XX, 2024
2	SMLR Career Center – Sponsored Event (Virtual or In-person)	Oct 1 - Oct 31, 2024
3	SMLR Career Center – Sponsored Event (Virtual or In-person)	Nov 1 - Nov 30, 2024
4	1:1 Meeting with a SMLR Career Center Counselor  <b>The meeting must be with <a href="mailto:jmaginnis@smlr.rutgers.edu">Jacqueline Maginnis (jmaginnis@smlr.rutgers.edu)</a>, <a href="mailto:mtorres01@smlr.rutgers.edu">Mavelin Torres (mtorres01@smlr.rutgers.edu)</a>, or <a href="mailto:twalters@smlr.rutgers.edu">Teresitia Walters (twalters@smlr.rutgers.edu)</a>.</b>  The purpose of the final touchpoint is to review and update your resume.	Nov 25 - Dec 6, 2024 <b>Notably! This meeting cannot occur before Mon, Nov 25.</b>

\*You must submit proof of attending each event!

\*\* The SMLR Career Center Events Calendar will be posted to our Canvas site once it's available

\*\*\* You can stay up-to-date on SMLR Career Center events by creating an account on [Handshake](#) or email [smlrcareerservices@smlr.rutgers.edu](mailto:smlrcareerservices@smlr.rutgers.edu). You can also follow the SMLR Career Center on [LinkedIn](#) or [IG](#).

- To ensure the event you are attending will count towards this assignment, you are encouraged to reach out to Kyra at [professorkyrasutton@gmail.com](mailto:professorkyrasutton@gmail.com)
- If you are a member of the SMLR Mentoring Program, your meeting with your mentor can count towards your SMLR Career Center-sponsored event.

6. **Revised Resume.** You uploaded a copy of your resume at the beginning of the semester. The revised copy of your resume **MUST** differ from the one you uploaded earlier in the semester. That is, the revised resume should reflect skills acquired during the internship, projects, tasks you've completed, and any work you've done this semester with student clubs and organizations. To help you consider how to best make changes to your resume, you will meet with one of the SMLR Career Counselors (see description for SMLR Touchpoint #3). Notably, the assignment will not be accepted if you upload the same resume or something similar to the one shared at the beginning of the semester.

7. **SMLR Career Center Blog Post.** You will write a brief (450-word) summary of your internship experience. Examples of blog posts will be provided! Your blog may be posted on the SMLR Career Center Blog and Newsletter with your permission. If, for any reason, you wish to keep your information private, it will not be posted in any of the SMLR Career Center materials. The decision not to have your blog post included will not affect your grade. Your grade would only be affected if you failed to submit the assignment.

8. **Final Paper.** The purpose of the final paper is to reflect on your internship goals and

relevant coursework. The final paper will address the following topics:

- 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 apply conceptual knowledge learned in the classroom to actual situations and 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**, in 12-point font, with one-inch margins, and double-spaced. Please thoroughly proofread all work before submission; check your spelling, word usage, and ease of reading.

### **RU Calendar – Fall 2024**

<b>Event</b>	<b>Date</b>
<b><i>Classes Begin</i></b>	<b>September 3 (2024)</b>
<i>Last Day to ADD a class(es)</i>	September 16 (2024)
<i>Last Day to DROP a class(es) WITHOUT a W grade</i>	September 16 (2024)
<i>Thanksgiving Break</i>	<i>November 28 – December 1 (2024)</i>
<b><i>Classes End</i></b>	<b>December 11 (2024)</b>
<i>Reading Period</i>	December 12 – 13 (2024)
<i>Final Exams</i>	December 16 – 23 (2024)