

Rutgers University – Livingston Campus
HRM Internship Course
Summer 2026

Course: HRM 37:533:496:K1

Logistics: Asynchronous

Professor: Dr. Kyra Leigh Sutton

Email: professorsutton@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.

Dates. Our class runs from **Tuesday, May 26, 2026 - Thursday, Aug 13, 2026**

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 are 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

USE OF GEN AI TOOLS. This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and properly cite any sources you use. Unless a statement is included in the directions for an assignment or discussion post, you are NOT PERMITTED to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor before submitting your work.

PERFORMANCE OPPORTUNITIES: Each student will be formally evaluated on the following 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 & Revised Resumes.** You will upload a current version of your resume as part of this assignment. Later in the semester, you will also upload a revised version of your resume that reflects any updates, edits, or improvements made throughout the course.
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.

4. **SMLR Career Center Touchpoint.** You must have **ONE touchpoint** with the SMLR Career Center this semester. **The Touchpoint must be completed between Mon, July 6, and Friday, July 31.**
- **How should you complete the touchpoints? The meeting must be with either:**
 - ✓ [Teresitia Walters \(twalters@smlr.rutgers.edu\)](mailto:twalters@smlr.rutgers.edu)
 - ✓ [Mayelin Torres \(mtorres01@smlr.rutgers.edu\)](mailto:mtorres01@smlr.rutgers.edu)
 - **During the meeting, what should I discuss?**
 - ✓ **You MUST review your resume during the meeting.**
 - Additionally, you can also discuss topics such as – Salary Negotiation, Career Counseling, Interview Skills, or Mock Interviewing, etc.
 -
5. **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).**

Writing Prompt Schedule (Topics are subject to change)

Week	Assignment Name
1	<ul style="list-style-type: none"> • Internship Questionnaire • Academic Integrity Contract
2	<ul style="list-style-type: none"> • Writing Prompt – <i>A Resume Reflection Exercise</i>
3	<ul style="list-style-type: none"> • Writing Prompt – <i>Building Relationships in the Workplace</i>
4	<ul style="list-style-type: none"> • Introductory Paper – <i>Internship Overview & HRIS Systems in the Workplace</i>
5	<ul style="list-style-type: none"> • <i>Writing Prompt – Developing Your Business Acumen (Part 1)</i>
6	<ul style="list-style-type: none"> • <i>No Assignment – Holiday Week</i>
7	<ul style="list-style-type: none"> • Writing Prompt – <i>Rose • Bud • Thorn</i>
8	<ul style="list-style-type: none"> • Writing Prompt – <i>Managing Imposter Syndrome</i>
9	<ul style="list-style-type: none"> • Writing Prompt – <i>Developing Your Business Acumen: What I Learned (Part 2 of 2)</i>
10	<ul style="list-style-type: none"> • Writing Prompt – <i>Revised Resume, Internship Goals – Reflection, SMLR Career Center Touchpoint & Next Steps</i> • Career Self – Assessments