

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

Professor: Dr. Kyra Leigh Sutton

Email: professorsorkyrasutton@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 Tuesdays or Thursdays. Professor Sutton will email you back with a confirmation and specific time. In addition, you can meet with my Teaching Assistant. 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” ONE time during the semester.

1. *Introductory Meeting Date & Time*

- *Week 2 (Date – TBD)*

PERFORMANCE OPPORTUNITIES: Each student will be formally evaluated on her/his performance on the **FIVE** assignments/activities:

1. The **Introductory Paper** must be submitted to my email address, professorkyrasutton@gmail.com on **Tues, February 1, 2022, 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 throughout the semester. The writing prompt will be communicated over email – I send weekly emails on Sundays. You’ll then have 9 days to complete your assignments. **Writing assignments will be due weekly on Tuesdays before 11:59PM (EST).** A list of dates is included on the next page. The writing prompt should be sent to my email professorkyrasutton@gmail.com at the time designated in the writing prompt schedule. **We will not use Canvas in 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. **SMLR Career Center Touchpoints.** You are required to have **THREE** touchpoints with the [SMLR Career Center](#) during this semester. Since you must have three 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 Spring SMLR 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](#).

Also, you can meet with either Carlos Flores (cflores@smlr.rutgers.edu) or Jacqueline Maginnis (jmaginnis@smlr.rutgers.edu). SMLR Career Services is available to students and alumni through virtual and in-person career advising

Some of the topics you can meet with [Carlos](#) and [Jacqueline](#) about 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 which summarizes your SMLR Career Center touchpoints. Specifically, you will answer the following **four** questions:

- What are the goals of 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?
 - Describe each touchpoint (Date, Type of Session or Meeting, Length of Time)
 - What did you learn from each touchpoint? In other words, why was the touchpoint beneficial for your overall career development and growth?
4. **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, resource guide, etc.
5. The **Final Paper** must be submitted to my email address professorkyrasutton@gmail.com and is due on **Friday, May 6, 2022 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

Week	Writing Prompt Due Dates	Writing Prompt Description*
1 &2	No paper due	Internship Onboarding Period; No assignment due!
3	Tuesday, February 1 by 11:59PM (EST)	Internship Introductory Paper
4	Tuesday, February 8 by 11:59PM (EST)	Article Reaction
5	Tuesday, February 15 by 11:59PM (EST)	Internship Reflection Question
6	Tuesday, February 22 by 11:59PM (EST)	Article Reaction
7	Tuesday, March 1 by 11:59PM (EST)	Internship Reflection Question
8	Tuesday, March 8 by 11:59PM (EST)	Internship Reflection Question
9	No Assignments due - Spring Break (March 12 – March 20)!	
10	Tuesday, March 22 by 11:59PM (EST)	Internship Reflection Question
11	Tuesday, March 29 by 11:59PM (EST)	Article Reaction
12	Tuesday, April 5 by 11:59PM (EST)	Internship Reflection Question
13	Tuesday, April 12 by 11:59PM (EST)	Article Reaction
14	Tuesday, April 19 by 11:59PM (EST)	Work Sample
15	Tuesday, April 26 by 11:59PM (EST)	SMLR Career Center Semester Touchpoints Paper
Finals* Week	Final Paper is due between Friday, May 6, 2022 – Tuesday, May 10 at 11:59 p.m. (EST)	

Notable Dates

- ✓ Classes begin – Monday, January 18, 2022
- ✓ Last day to add a class – Tuesday, January 25, 2022
- ✓ Classes End – Monday, May 2, 2022
- ✓ Reading Days – Tuesday, May 3, 2022 – Wednesday, May 4, 2022
- ✓ Final Exam Period – Thursday, May 5, 2022 – Wednesday, May 11, 2022

Academic Integrity Contract

All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the University. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. Please see

<http://policies.rutgers.edu/sites/policies/files/00011251.PDF> for details regarding the Student Code of Conduct. Please see <https://policies.rutgers.edu/sites/policies/files/10.2.13%20-%20current.pdf> for details regarding the Academic Integrity Policy.

Similarly, all students and faculty members of the academic community at the School of Management and Labor Relations should uphold high standards for personal conduct, ethical behavior, and professional integrity. In the area of academic integrity, students are expected to refrain from cheating, fabricating information, plagiarizing, inappropriately denying others access to material, and facilitating others in academic dishonesty. Please see <http://policies.rutgers.edu/sites/policies/files/00011251.PDF> for detailed descriptions of each type of action.

Any of the following acts, when committed by a student, is an act of academic dishonesty and decreases the genuine achievements of other students and scholars. Academic dishonesty includes, but is not limited to, any of the following:

Plagiarism/False Representation of Work

- Quoting directly or paraphrasing portions of someone else's work without acknowledging the source.
- Submitting the same work, or major portions thereof, including presentations, to satisfy the requirements of more than one course without permission from the instructor.
- Using data or interpretative material for a report or presentation without acknowledging the sources or the collaborators.
- Failing to acknowledge assistance from others, such as help with research, statistical analysis, or field data collection, in a paper, examination, or project report.
- Submitting purchased materials such as a term paper as your own work.
- Copying or presenting material verbatim from any source without using quotation marks.
- Copying from any source and altering a few words to avoid exact quotation, without the appropriate documentation or by using improper documentation of the source.
- Rewording the major concept found in a source but then omitting documentation or improperly citing the source.

- 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: _____