

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

Professor: Dr. Kyra Leigh Sutton

Email: professorskyrasutton@gmail.com

Office: Virtual

Virtual Office Hours: Tuesdays & 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 – HRM 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 Mondays.

Course Overview. The HRM Internship 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.

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 is 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 **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.
 - **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.

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 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.

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. **The schedule for the FOUR touchpoints must be followed this semester, including:**
- a. *Touchpoints 1 & 2 must be completed on/before Fri, March 8*
 - b. *Touchpoints 3 & 4 must be completed on/before Fri, April 12*

You can use this schedule to track your progress to ensure you complete the touchpoints in a timely manner:

Touchpoint – Brief Description, Date, & Duration	Select [X] in the box if the touchpoint was a SMLR Career Center – Sponsored Event	Select [X] in the box if the touchpoint was a meeting with a SMLR Career Center Counselor	Required Timeframe
#1			Student must attend meeting/event on or before Fri, March 8
#2			Student must attend meeting/event on or before Fri, March 8
#3			Student must attend meeting/event on or before Fri, April 12
#4			Student must attend meeting/event on or before Fri, April 12

How should you complete the touchpoints?

- **SMLR Career Center sponsored events.** **TWO** of your career touchpoints must be completed by attending SMLR Career Center-sponsored events. You can stay aware of dates by creating an account on [Handshake](#) or email smlrcareerservices@smlr.rutgers.edu. You can also follow the SMLR Career Center on [IG](#) or [LinkedIn](#).
 - **Notably, Prof. Sutton will require all students enrolled in the HRM Internship class to attend ONE SMLR Career Center-sponsored event.** Additional information will be provided.
 - Failure to attend the required event will result in students receiving an Incomplete grade on their assignment. Additionally, if students get one or more Incomplete grades, they will not pass the course until the assignment is completed.
- **Meeting with SMLR Career Counselors.** **TWO** of your career touchpoints must be with [Teresitia Walters \(twalters@smlr.rutgers.edu\)](mailto:twalters@smlr.rutgers.edu), [Mayelin Torres \(mtorres01@smlr.rutgers.edu\)](mailto:mtorres01@smlr.rutgers.edu), or [Jacqueline Maginnis \(jmaginnis@smlr.rutgers.edu\)](mailto:jmaginnis@smlr.rutgers.edu). Career Services is available to students and alumni through virtual and in-person career advising.
 - Failure to complete two meetings with the Career Services team will result in students receiving an Incomplete grade on their assignment. Additionally, if students receive one or more Incomplete grades, they will not pass the course until the assignment is completed.
- 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 with your mentor will count towards the touchpoints.

5. **Updated Resume.** You will be required to submit your resume 2x this semester. You will submit it at the beginning of the semester. Next, you will submit a final resume towards the end of the semester, where you will update it to reflect your key accomplishments and newly acquired skills gained during the internship. Additional directions will appear on Canvas.

6. **Final Paper.**

- 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.

Writing Prompt Schedule*

Week	Writing Prompt Description*
1	Internship Questionnaire & Academic Integrity Contract
2	Resume & Reflection
3	Article Reaction
4	Internship Introductory Paper
5	Article Reaction
6	Internship Reflection Question
7	Midterms – No Assignment
8	SMLR Career Center Touchpoints Paper – Part 1 of 2
9	Spring Break – No Assignment
10	Article Reflection

11	Internship Reflection Question
12	Article Reflection
13	Updated Resume & Reflection
14	SMLR Career Center Touchpoints Paper – Part 2 of 2
15	Final Paper

RU Calendar – Spring 2024

Event	Date
Classes Begin	January 16, 2024
<i>Last day to add a course</i>	January 25, 2024
<i>Last Day to Withdraw from an individual class with a “W” grade</i>	March 18, 2024
<i>Spring Break</i>	<i>March 9 – March 17, 2024</i>
Classes End	April 29, 2024
<i>Reading Period</i>	April 30 – May 1, 2024
<i>Final Exams</i>	May 2 – May 8, 2024
School of Management and Labor Relations - Convocation	May 15, 2024 @ 10AM