

Rutgers University – Livingston Campus
HRM Internship Course
Spring 2026
Course: 37:533:496:01
Logistics: Asynchronous

Professor: Dr. Kyra Leigh Sutton

Email: professorkyrasutton@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

Each Monday, an email will be sent and a Canvas announcement will be posted to let you know the course activities for that week.

COURSE OVERVIEW

The HRM Internship course is a **3-credit, pass/fail** experiential learning opportunity designed to help you connect what you've learned in the classroom to real-world HR practice. Rather than focusing on exams or traditional lectures, this course emphasizes reflection, application, and professional growth as you navigate your internship experience. The goal is to help you learn *through* your work, not just *about* work.

Throughout the semester, you will complete a series of structured activities that encourage you to think intentionally about your internship experiences, professional goals, and career development. These include reflecting on your resume, setting and revisiting internship goals, responding to short readings, and engaging in weekly writing prompts tied to your day-to-day work. You will also participate in Career Center touchpoints designed to support networking, career exploration, and resume development.

Together, these components are meant to help you pause, reflect, and make sense of what you're experiencing in real time. You'll be encouraged to take ownership of your learning, seek feedback, and use available resources to support your growth. By the end of the semester, you should have a clearer understanding of your professional interests, strengths, and next steps—along with concrete experiences you can carry forward into future internships and career opportunities.

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 one or more Incomplete grades on any assignment will automatically receive a failing grade for the HRM Internship class.

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 seven components, which represent different learning and performance expectations throughout the semester.

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'll upload a current copy of your resume for this assignment. You don't need to make any changes right now, but you will answer a set of questions that ask you to reflect on your current resume.

3. ***Introductory Paper.***

- **Overview.** The paper should describe the organization you are working for, as well as 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. 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. ***Weekly Writing Prompts.*** You will complete weekly writing prompts throughout the semester focused on career self-reflection and professional growth. Prompts will be posted in Canvas, and you will have eight days to complete each response. **Unless noted in the assignment, all writing prompts are due on Tuesdays by 11:59 PM (EST).**

- Prompts may include reflecting on your internship experiences (e.g., learning moments, team dynamics, manager interactions, workplace culture) or responding to short readings related to career and professional development. These activities are designed to help you connect your coursework to your real-world work experience and career goals.

5. ***SMLR Career Center Touchpoints.*** You must complete TWO TOUCHPOINTS with the SMLR Career Center this semester. No exceptions! Failure to attend any of the required touchpoints will result in receiving an Incomplete grade (see above regarding the policy on Incomplete grades).

IMPORTANT!

Proof of Attendance: You must provide proof of attending each of the three touchpoints.

- In-person events: Take a picture of your student ID during the event (for example, next to the registration table, event banner, or a company/organization table or booth).
- Online events: Take a screenshot that clearly shows your first and last name.
- Remember: Save all your pictures—you'll need them later in the semester.
- **If you don't include proof of attendance, you will receive an Incomplete for that event.**

The touchpoints must be completed during the dates shown below:

	DESCRIPTION & LOCATION	GOAL(s)	DATE
1	SMLR (HR/Labor Relations) Networking & Recruiting Event You must attend the Networking & Recruiting Event and stay for at least one hour.	Network with potential employers, gain insights into various industries, and explore career opportunities that align with their skills, interests, and aspirations.	Tues, 2/10/26 11 AM – 2 PM LOCATION: Janice Levin Building Register HERE
2	1:1 Meeting with a SMLR Career Center Counselor The meeting must be with ONE of the following counselors: Jacqueline Maginnis (jmaginnis@smlr.rutgers.edu) Mayelin Torres (mtorres01@smlr.rutgers.edu) Teresitia Walters (twalters@smlr.rutgers.edu)	The final touchpoint is designed to help you review and update your resume. You'll focus on the projects you've worked on, initiatives you've led, skills you've developed, and the accomplishments you've achieved during your internship.	Must be completed between 4/1/26 – 4/24/26 LOCATION: 1:1 meetings can take place online or in-person. You will be required to share proof of the meeting with Kyra!

6. **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.
7. **End-of-Semester Professional Development Reflection.** This assignment focuses on reflecting on your professional development over the course of the semester. You will evaluate your progress, learning, and engagement with career resources, while revisiting your original goals and identifying next steps. The goal is to help you synthesize your experiences and strengthen your readiness for future internships and career opportunities.

Professional Growth & Summary of Performance Opportunities 

Together, these performance opportunities are designed to help you grow professionally and make clear connections between your internship, coursework, and career goals. Throughout the semester, you'll be encouraged to pause, reflect on your experiences, and actively use career resources to support your development. Staying on top of deadlines is important, as some components build on earlier work and are meant to support your progress over time. Be sure to plan ahead for Career Center events, which require advance scheduling and proof of attendance. If you ever have questions or need clarification, please reach out sooner rather than later—I'm always happy to help.