

COURSE SYLLABUS: HRMN 4920
Human Resources Management Internship
Spring 2014

Faculty: Dr. Cecilia Champion
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Office hours: Monday through Thursday from 2 – 3 pm; and by appointment

Prerequisites: HRMN major, completed HRMN 3420 (Principles of Human Resource Management), and overall GPA of 2.5 or greater (based on only courses taken at Auburn)

Note: Be sure to read the entire syllabus before you complete the application form.

COURSE REQUIREMENTS

1. Average Hours Worked Per Week---The average number of hours worked per week depends on how many hours' credit for which a student is enrolled in HRMN 4920.

<u>Hours Credit</u>	<u># of Hours/Week</u>
3	9
4	12
5	15
6	18

2. Duration of Internship---The internship will begin on January 13 and end on April 18. Students do not have to work on official university holidays.
3. Activity Sheets---These show the hours and activities performed each day at work. A blank activity sheet may be obtained from the instructor. For activity sheets turned in after the due dates, one point will be deducted from your activity sheets grade for each calendar day late.
4. Orientation Paper---This paper describes the (a) nature and history of the company, (b) organizational structure of the HRMN function, and (c) duties and responsibilities of major HRMN managers. If you are in an internship that you obtained for yourself, please also include the name of your internship supervisor, his/her job title and department, and his/her organizational postal address, e-mail address, and telephone number. This paper should be at least 3 double-spaced, typewritten pages in length. For an orientation paper turned in after the due date, there will be a deduction of two points from your orientation paper grade for each calendar day late.
5. Internship Summary-----Describe: (a) the major activities you conducted during your internship, (b) your evaluation of the overall quality of your internship experience (**Note:** in addition to your written comments, please also rate the quality of your internship using the following rating scale: 5 = Excellent, 4 = Above Average, 3 = Average, 2 = Below Average, and 1 = Poor), (c) the major benefits of your internship, and (d) any improvements you would suggest in regard to your particular internship and/or the internship program. Use these four topics as section headings in your paper. The paper should be at least

3 double-spaced, typewritten pages in length. For an internship summary turned in after the due date, there will be a deduction of two points from your internship summary grade for each calendar day late.

Due Dates:

- Application Form-----November 1
- Orientation Paper-----February 10
- Activity Sheets-----February 10, March 10, and April 21
- Internship Summary-----April 25

GRADING

The grades are on a satisfactory/unsatisfactory basis (S/U) basis. S/U will be determined as follows:

Requirement	Points	Grading Scale	
Orientation Paper	90 (15%)	S	420 – 600 (See Note)*
Internship Summary	90 (15%)		
Activity Sheets	60 (10%)		
Supervisor’s Evaluation of Your Performance	360 (60%)		
Total Points	600 (100%)	U	< 420

* Note: Failure to turn in the Orientation Paper, Internship Summary, and all three sets of Activity Sheets will result in the assignment of a “U” for your course grade.

Supervisor’s Evaluation: The student’s site supervisor will complete an employer evaluation form evaluating the student’s against criteria such as work performance, oral and written communication skills, information technology skills, professionalism, ethics and teamwork during the internship. Supervisors will use the following 5-point scale.

- 5 – Outstanding
- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Needs Improvement
- 1 - Unacceptable

The supervisor may also rate an item as not applicable or not observed. Points for the supervisor’s evaluation will be assigned according to the **average evaluation rating** received (N/A items excluded) using the following

formula: $\frac{avg.rating}{5.0} \times 360$

OTHER CONSIDERATIONS

1. IF YOU APPLY FOR AN INTERNSHIP, YOU ARE EXPECTED TO TAKE THE INTERNSHIP THAT IS ASSIGNED TO YOU. It hurts the credibility of the internship program if we arrange an internship for a student, but he/she then refuses to accept the internship. Obviously, a company will be less inclined to use our interns in the future if it agrees to take an intern, makes preparations for the intern, and then the intern does not show up. **DO NOT SUBMIT AN INTERNSHIP APPLICATION UNLESS YOU ARE 100% CERTAIN THAT YOU WILL SERVE IN THE INTERNSHIP ONCE IT IS OFFERED.** On the application form, there is a space for you to state your organizational preferences (item #10). Here, in addition to listing the specific organizations or types of organization for which you wish to intern, you may also list the names of specific organizations or types of organizations for which you do not wish to intern. **UNLESS YOU SPECIFY IN ITEM #10 ON THE APPLICATION FORM THE NAMES OF SPECIFIC ORGANIZATIONS FOR WHOM YOU DO NOT WISH TO INTERN, IT WILL BE ASSUMED THAT YOU WILL INTERN FOR ANY ORGANIZATION TO WHICH YOU ARE ASSIGNED.**
2. Once an organization agrees to take you as an intern, I will register you in HRMN 4920 since students cannot register themselves for the internship course. The number of student credit hours for which I will register you depends on how many hours per week you work in your internship. **You must be registered for the appropriate number of hours of HRMN 4920 in order to be eligible to do an internship.**
3. A student must be an HRMN major in order to be considered for an internship. In addition, a cumulative overall GPA of 2.50 or above (based on only courses taken at Auburn) at the time you submit your application is definitely required for a student to qualify for an internship. You cannot do an internship if your GPA is 2.49 or lower at that time. When you list your overall GPA on the application form, please be sure that it is accurate. An incorrect GPA is considered to be a violation of the Academic Honesty Code.
4. Students who are nearer to graduation have higher priority for receiving an internship.
5. All local (i.e., Auburn/Opelika) internships that I arrange are not paid. If you arrange an out-of-town internship for yourself, the pay, if any, is determined by you and the company.
6. For out-of-town internships that you plan to arrange for yourself, please see me so that we can discuss the procedures for this option.
7. Students must have completed HRMN 3420 (Human Resource Management) before starting an internship.
8. I generally use e-mail to notify students about their internship assignments. Notifications are usually made near the end of the term preceding the internship, or during the break between terms.
9. **It is sometimes not possible to find an internship opening for every student who applies for one.** Therefore, to guard against the possibility of being shut out of one or two courses you would want to take in case an internship cannot be arranged for you, I **strongly suggest** that you preregister for the course(s), and, assuming an internship is arranged, later drop the course(s) and pick up HRMN 4920. There are always openings in HRMN 4920. If an organization requires that you have an interview prior to being given an internship, do not drop the course(s) until you have been formally notified by the organization that you have been given the internship.

10. Please come by to see me during the final exam period (or next term) if you would like some feedback as to how your internship supervisor evaluated your performance. I would encourage you to do this, since this feedback may be useful to you in your future business career.
11. The application form is on the following page. No applications will be accepted after the application due date specified on page 2 of the syllabus.

Communication: I will use your Auburn University e-mail address (userid@auburn.edu) for course communication. It is your responsibility to contact the Information Technology Help Desk to have this address forward mail to the e-mail address that you regularly check.

Academic Honesty: ALL PORTIONS OF THE AUBURN UNIVERSITY HONESTY CODE (TITLE X11) FOUND IN THE TIGER CUB WILL APPLY TO THIS CLASS. All violations or alleged violations of the Student Academic Honesty Code (see SGA Code of Laws in the Tiger Cub) will be reported to the Office for the Vice President for Academic Affairs. All violations or alleged violations of the Student Academic Honesty Code (see SGA Code of Laws in the *Tiger Cub*) will be reported to the Office for the Vice President for Academic Affairs.

Special Accommodations for Students with Disabilities: Students who need special accommodations should make an appointment as soon as possible with me to discuss your Accommodation Memo. It is essential that I be aware of necessary accommodations at the beginning of the course. If you do not have an Accommodation Memo but need special accommodations, contact the Program for Students with Disabilities, 1244 Haley Center, 334-844-2096 (Voice T/O).

Application for Human Resources Management Internship

This form should be turned in by the date shown on the first page of this syllabus. You may e-mail it to me (champch@auburn.edu) or slide it under my office door (444 Lowder Hall).

Name:		Semester Requesting HRMN 4920 credit:	
Address:			
Telephone:		Auburn email:	
Will you have completed Human Resource Management (HRMN 3420) by the time you begin your internship?		_____ Yes	_____ No
Is your current overall GPA \geq 2.5 (Based on only courses taken at Auburn)?		_____ Yes	_____ No
Are you an HRMN major?		_____ Yes	_____ No
What term and year do you plan to graduate?	Term:	Year:	
For how many hours' credit do you want to enroll in HRMN 4920?		_____ 3 hours	
Please note that greater flexibility may result in a higher probability of receiving an internship. Place a D, A, or U (D = Desirable, A = Acceptable, and U = Undesirable) in each of the four spaces to the right. If you have more than one D or one A, please use numbers to indicate your preferences (for example, writing D1 for 3 hours' credit and D2 for 4 hours' credit would indicate that both alternatives are desirable, but that 3 hours' credit is your first choice and 4 hours' credit is your second choice).		_____ 4 hours	
		_____ 5 hours	
		_____ 6 hours	
Rank order the HR areas to indicate your work preferences (Note: assignments are limited so your preferences are not guaranteed).		_____ Training	
		_____ Recruiting & Selection	
		_____ General HR	
		_____ Compensation	
		_____ Leadership Development	
Signature:		Date:	