

Frequently Asked Questions (FAQs)
EHRD 684: Internship

- 1. How can I avoid making major errors in writing the internship contract?**

(a) Begin each step with a verb, not a noun, so that it reflects a process rather than an outcome; (b) make sure each step reflects valid HRD theory (e.g., apply the ADDIE model if your project is development of training); (c) do not try to do too much; rather, carefully anticipate the number of hours you will spend on the project in order to register for the appropriate number of credits; many students spend significantly more time doing the project than the number of credits would warrant; (d) specify *how* you will carry out the process step (e.g., say “assess training needs *by conducting interviews with a sample of employees and reviewing previous survey results.*”)
- 2. What if my internship includes some human resource management (HRM) tasks?**

The process steps must be those that represent human resource *development* (e.g., training and development, career development, or organization development). However, because HRD and HRM often are closely related, you may be required by your site supervisor to include some HRM tasks as well. That is okay—just exclude those HRM tasks from your time log.
- 3. My project contains some confidential or proprietary information. What should I do about that?**

If the confidentiality is related to names, note that you will be substituting the actual name with a pseudonym (e.g., Ms. Jane Doe). If the entire project is proprietary (e.g., a full training plan the company does not want to have shared), clearly indicate “INCLUDES PROPRIETARY INFORMATION” on the cover page. The department is committed to honoring this request and the entire notebook will be returned to you after grading. We also are willing to sign a non-disclosure agreement if your organization requires it.
- 4. What should be in the letter of evaluation from my site supervisor?**

There is no standard format except that the letter be signed and on the organization’s letterhead. Content is at the discretion of the site supervisor but might include something about your working relationships, the extent of satisfaction with your completion of the terms of the contract and with any finished product you delivered. (See also *Fact Sheet for Site Supervisors.*)