

EHRD 684 Internship Guidelines

Read the following materials before you contact the appropriate person noted below.

COURSE REQUIREMENTS

The purpose of the internship experience is to engage in new real-life human resource development (HRD) experiences under the supervision of HRD practitioners from industry, for-profit or non-profit business, or government.

- CREDITS

Students enrolled in the Professional Certificate in HRD must register for 2 credits; students enrolled in the MS in HRD must register for an additional 2 credits, for a total of 4 credits. **All students** need to consider that 1 credit = 45 hours worth of effort, including everything (e.g., time spent on the job, researching, and writing the final paper).

- GRADING

S/U only. If you do not have your project finished at the time that grades are submitted, you will receive an I or Incomplete. As soon as the project is completed satisfactorily, the “I” will be changed to an “S.”

- FINAL PRODUCT

Include the following in a 3-ring binder, with an identifying label on the cover or side; the label must include the following: Your name, date, semester and year you registered for the internship, and name of the company. The first page inside the cover should be a Table of Contents; use Tabs for each section, labeled as follows:

- I. Internship Contract--signed by all three parties (see separate listing)
- II. Letter of Evaluation (signed and on letterhead) from your site supervisor (see *Fact Sheet for Site Supervisors*) **to be developed**
- III. Theory-to-practice paper (see *Paper* below*)
- IV. Time Log—of time spent on specific activities (round up to the nearest ½ hour); be sure you keep track of activities according to categories noted in the internship contract and be sure the total time is appropriate for the number of credits (see above).
- V. Appendices—The products or processes you developed; Include an additional Table of Contents identifying each product or process if there are several; if necessary, use a pseudonym for names, confidential information, or proprietary materials (see instructor if the organization has other requirements regarding confidentiality).

*Theory-to-Practice Paper

- Specs: 6-pages + reference page; 12-point Times Roman font; double spacing; 1” margins)
- Cover Page: Name, Current Date, Semester Registered, Number of credits
- Project: (Name of company; general description of the project; purpose/objectives)
- Process: (e.g., what you did and **what foundational theories of adult education and/or human resource development guided your project and how they were used**); include citations; address each step listed on your contract
- Outcome: (e.g., Results of evaluation and assessment of the project; extent to which objectives were achieved)

- Conclusions: (e.g., what you might have done differently, next steps, future applications)
- References in APA format
- Time log: Organize according to specific tasks and time spent on them based on the contract, or another format most useful to you. Example: Time spent on Preparation (e.g., needs assessment, design, development); On-site; Evaluation (i.e., how well objectives were achieved); Final report
- Appendices: Relevant materials produced (e.g., training manual), Other

INTERNSHIP EXPERIENCE

- SECURING AN INTERNSHIP

Each student is responsible for securing his/her own internship. The internship may be paid or unpaid, and may be secured through various routes:

- ✓ You may create your own internship in your current place of employment. HOWEVER, the responsibilities must be different from what you have done before. Perhaps you have noticed a problem in your organization that an HRD intervention might address; consult with your current supervisor to see if you could develop this project into an internship; it will be up to you and your employer whether or not additional pay is involved.
- ✓ Networking: Contact everyone you know to see if they have or know of a company that has an internship opportunity. They may not have a formal program but may be willing to create a special project for you. Be sure your student colleagues know you are looking, as well.
- ✓ Cold-calling: Identify a company or organization where you would like to work and contact their HR departments to see if they have internships.

- PROCEDURES

1. Study the Guidelines above and the *Internship Contract*. Also see *Contract Instructions*** below.
2. Secure an interview with a potential internship site, and discuss the nature of the internship, including specific responsibilities and expectations.
3. Prepare a tentative contract based on that interview.
4. Submit (mail, fax, or attach to e-mail) the contract to the instructor.
 - a. If no changes are needed, the contract will be signed and returned to you. Sign it and obtain the signature of your site supervisor; then return it with all three signatures to the instructor.
 - b. If a revision is necessary, you will need to reach an agreement with the instructor and re-write the contract before it will be signed. Then sign it, obtain the signature of your site supervisor, and return it with all three signatures to the instructor.
 - c. **Note:** Be aware that your internship is not be valid until approved and signed by the instructor; thus, beginning an internship prior to approval could be costly in terms of your time. The contract must be approved no later than two weeks after you have begun your internship hours.
 - d. **Note:** It is imperative that you submit a contract signed by all three parties in your final product; failure to do so could render the internship invalid.

5. Fulfill the requirements listed on the internship contract.
6. Secure a letter of evaluation from your site supervisor.
7. Submit the final product.

****Contract Instructions:** Your project must be predominantly HRD (Organization Development, Career Development, or Training and Development), although there may be some minor HRM requirements; do not list the HRM duties (if any) on the contract. The itemized steps must represent a foundational theory or foundation such as the ADDIE model for training or an OD model that can be referenced.