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Course Syllabus for HRD 4370: Internship in HRD  
Summer 2024

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Virtual Office Hours:  
Tuesdays, 1-3pm\*

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**Course Descriptions:**

An 8-to-16-week program providing a learning experience in an off-campus environment. The course requires a minimum of **125 clock hours** in the approved internship activity.

**Required Textbook/Materials:**

Internship Handbook download from:  
--See Canvas Course to download Internship Handbook--

**Course Learning Objectives:**

Upon successful completion of the course, students will be able to:

- A. Apply academic learning experience.
- B. Acquire experience in the working world, adding depth and relevance to classroom work.
- C. Enhance understanding of business processes.
- D. Increase understanding of how specific projects relate to larger business and industry goals.
- E. Learn the importance of communications skills and how interactions between people are a key factor in business success at all levels.
- F. Experience accountability for work product and job performance.
- G. Gain knowledge of different career fields and of specific jobs within these fields.
- H. Further their ability to match career and employment choices with personal goals and abilities.
- I. Improve job search, interview, and other professional skills.

**Competence in basic technology principles**

1. The student will experience the employment process through the process of securing an internship position.
2. The student will gain hands-on experience in a technical field of study whereby the student can plan for graduate study, seek summer employment or make further career decisions.

## Course Requirements:

- The student completes a minimum of 125 hours during the semester on their approved internship.
- The student keeps a journal (diary) comprising a chronological list of all work dates/times and also the experience gained in the internship.
- The student writes a reflection paper demonstrating the knowledge gained in the internship.
- The student provides a written evaluation at the conclusion of the internship.

## Grading Policy for HRD 4370

Credit/No Credit grade assignment for 5 assignments: Login to Canvas, Ongoing Reflective Journal, Intern Evaluation (your supervisor completes and returns to instructor), Reflective Paper with Signed Log, and Rate Your Organization.

**University Policies:** See “Syllabus Module” in the Canvas course for these policies.

## Make-Up Work and Late Work

This is a credit/no credit course. Therefore, there are not deductions for late work. However, if the student cannot fulfill their assignments within the semester, then Dr. McWhorter will ask for documentation for these situations to provide credit for the assignments and course or possible “incomplete” granted if circumstances warrant.

### Important Dates

Census Date = **May 28, 2024**

Last Day to Withdraw from Classes = **July 12, 2024**

### \*Tentative Course Outline:

Assignment #1 – Login to Canvas	Due Date: May 25, 2024
Assignment #2 – Ongoing Reflective Journal	Due Date: Upload Weekly in Canvas
Assignment #3 – Intern Evaluation	Due Date: August 5, 2024
Assignment #4 – Reflective Paper w/Signed Log	Due Date: August 7, 2024
Assignment #5 – Rate Your Organization	Due Date: August 8, 2024

*\*Instructor reserves the right to adjust due dates; if this occurs, students will be notified through the Canvas message system.*