
Course Syllabus for HRD 4370: Internship in HRD
Fall 2025

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Office Hours:

Mondays: 8-11am & 12:30pm-3:30pm

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*Email instructor for appointment

*Other times by appointment

Course Descriptions:

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

Required Textbook/Materials:

--See Canvas Course to download the required 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 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 = **September 8, 2025**

Last Day to Withdraw from Classes = **November 3, 2025**

Use of Artificial Intelligence –

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools’ ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler’s Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler’s Academic Integrity Policy.

For this course, AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required. **Note:** **You have instructor’s permission to utilize an AI tool for your Assignment #4 if you choose to do so.** If you do use an AI tool, be sure that you provide a reference for the AI tool in the References section of your Reflective Paper.

***Tentative Course Outline:**

Assignment #1 – Login to Canvas	Due Date: September 7, 2025
Assignment #2 – Ongoing Reflective Journal	Due Date: Upload Weekly in Canvas
Assignment #3 – Intern Evaluation	Due Date: December 8, 2025
Assignment #4 – Reflective Paper w/Signed Log	Due Date: December 10, 2025
Assignment #5 – Rate Your Organization	Due Date: December 11, 2025

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