



Course Syllabus for HRD 4370: Internship in HRD
Spring 2022

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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: <https://www.uttyler.edu/soules-college-of-business/undergraduate-advising/files/college-of-business-internship-handbook.pdf>

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 ability to match career and employment choices with personal goals and abilities.
- I. improve job search, interview, and other professional skills.

Course Competencies:

Academic credit will be granted if all of the following requirements are met.

- A. Computer-based skills – by use of standard software the internship student will store an internship diary and a summary reflection paper about the duration of the student's experiences.
- B. Communication skills – the internship student will discuss with his internship sponsor job assignments and job progress through ongoing reflective journal

C. Interpersonal skills – the internship student will experience how interactions between and among people can be key factors in various levels of business and industry.

D. Problem-solving – the internship student will evaluate the strengths and weaknesses of the internship job position along with identifying areas where additional preparation could have helped in completing/enhancing internship work assignments.

E. Ethical issues in decision making – to be eligible for an internship, the student must demonstrate self-direction and the ability to work independently. Students will adhere to strict confidence of information received by them at their sponsoring organization, unless permission is granted to share with university sponsor(s).

F. Personal accountability for achievement – the internship student will be responsible for initiating and collecting all required internship documents in a timely manner for delivery to the IPC.

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:

- A. The knowledge gained from the internship is equal to or greater than the knowledge gained in a traditional classroom setting.
- B. The sponsoring organization provides the Internship Program Coordinator and the student with a written statement of the objectives to be met during the internship.
- C. The student's faculty advisor approves the internship.
- D. The sponsoring organization provides a significant work experience with adequate training and supervision of the work performed by the student.
- E. The sponsoring organization provides a written evaluation of the student at the conclusion of the internship, a letter describing the duties performed and the supervision given the student, and a copy of the documentation to the IPC and the student.
- F. The student keeps a journal (diary) comprising a chronological list of all work experience gained in the internship.
- G. The student writes a reflection paper demonstrating the knowledge gained in the internship.
- H. 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: Discussions postings, Ongoing Reflection Journal, Intern Evaluation, 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 in order to provide credit for the assignments and course or possible “incomplete” granted if circumstances warrant.

Important Dates

Census Date = **January 24, 2022**

Last Day to Withdraw from Classes = **March 28, 2022**

***Tentative Course Outline:**

Assignment #1 – Login to Canvas	Due Date: January 22, 2022
Assignment #2 – Ongoing Reflective Journal	Due Date: Upload Weekly in Canvas
Assignment #3 – Intern Evaluation	Due Date: April 23, 2022
Assignment #4 – Reflective Paper w/Signed Log	Due Date: April 28, 2022
Assignment #5 – Rate Your Organization	Due Date: April 30, 2022

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

