

DEREE COLLEGE SYLLABUS FOR:	
MG 4075 INTERNSHIP IN HUMAN RESOURCE MANAGEMENT	
US CREDITS: 0/0/3	
(Updated Spring 2017)	
PREREQUISITES:	Normally the student will have completed 70 credits before embarking on this module. Formal approval by the Department Head / Program Coordinator / Internship Administrator (as appropriate) is required.
CATALOG DESCRIPTION:	Work-based learning in human resource management in a business/organization setting. On-the-job training and work experience. Application of human resource management knowledge, principles and practices to the business/organization setting.
RATIONALE:	The internship in human resource management gives students the opportunity to apply their skills, knowledge and abilities learned in the human resource management program to the actual business/organization setting. In addition, the internship provides students with the opportunity to continue to develop and enhance their skill sets, personally and professionally, and to prepare for the contemporary workplace through their exposure to the human resource environment and their interaction with industry professionals.
LEARNING OUTCOMES:	As a result of completing this course, the student should be able to: <ol style="list-style-type: none"> 1. Apply vocationally relevant concepts associated with the operational management of human resources in a professional setting. 2. Formulate a personal development plan based on a critical self-assessment of personal and professional skills and competences, such as timeliness, ability to complete assignments with a minimum of supervision, team spirit, service attitude and initiative demonstrated during the internship. 3. Relate theories and concepts in human resource management with the professional practice in the field through a critical reflection on the work-based learning internship experience.
METHOD OF TEACHING AND LEARNING:	In congruence with the teaching and learning strategy of the college, the following tools are used: <ul style="list-style-type: none"> • Use of Blackboard site, where the student's advisor posts notes, instructions, announcements as well as additional resources in relation to the internship. • Office hours: Students are encouraged to contact their advisor, where they can ask questions and discuss internship issues. • Professional seminars and workshops: Seminars organized and delivered by the School of Business faculty on professional conduct, ethos, service quality in human resource management; workshops on interviewing skills, drafting of CV, presentation skills delivered in cooperation with the Office of Careers Services. • Critical Incident and Intervention Report (individual): Bi-weekly report with identification of critical incidents and recommendations for management intervention in relation to these incidents (500 to 600

words per report) accompanied by daily journal (daily activity log) of the activities the student intern undertakes during the internship.

- Internship provider evaluation of the student-intern performance of tasks and overall professional demeanor.
- Personal Development Planning Report: The work-based learning internship experience is used as the basis for reflective learning in terms of the student’s personal development. The student should provide a report incorporating a personal self-assessment of skills, competences and areas for improvement and an action plan for the further development of professional skills and competences. Grading of the PDP report takes the Internship Provider evaluation into account.
- Reflective Paper (individual): After the completion of the internship, the student must write a reflective paper, integrating his/her experiential learning from the internship-placement with the theories taught in class in relation to human resource management. The paper should include recommendations to management based on the student-intern’s evaluation of professional practice.
- Presentation (individual): Presentation of the internship experience, lessons learned and the reflective paper to fellow students and faculty.
- Work-based learning internship: Minimum 180 and maximum 200 working hours in human resource management in the business/organization setting (within 3-4 months).

ASSESSMENT:

‘Critical Incident and Intervention’ Report (Individual, bi-weekly, 300 words) - formative	0%	Individual, bi-weekly, 500 to 600 words per report
Presentation of Internship Experience, Lessons Learned and Reflective Paper (individual) - formative	0%	Individual
Reflective paper – 1 st summative	60%	Individual, 2600 to 3000 words
Personal Development Planning (PDP) Report – 2 nd summative	40%	Individual, 1000 to 1200 words

The formative Critical Incident and Intervention Reports aim to support students in writing the Personal Development Planning Report and the Reflective Paper.

The Reflective Paper tests Learning Outcomes 1 and 2.

The Personal Development Planning (PDP) Report tests Learning Outcomes 2 and 3.

The final grade for this module will be determined by averaging all summative assessment grades, based on the predetermined weights for each assessment. Students are not required to resit failed assessments in this module. Failure to pass the module results in module repeat.

INDICATIVE READING:

REQUIRED READING:

Sweitzer, H.F. and King M.A. (2008), Successful Internship, Brooks/Cole Publishing Co. /CENGAGE Learning, most recent edition.

RECOMMENDED READING:

	<p>A. BOOKS</p> <ul style="list-style-type: none"> • Mathis, R.L and John H. Jackson. Human Resource Management: Essential Perspectives. South-Western, latest edition. • Noe, R., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. <u>Human Resource Management</u>. McGraw-Hill, latest Edition. • Steven L. McShane and Mary Ann Von Glinow, Organizational Behavior: Emerging Knowledge and Practice for the Real World. McGraw-Hill, latest edition. <p>Journals</p> <ul style="list-style-type: none"> • Human Resource Management Journal (HRMJ) (UK) • International Journal of Human Resource Management (IJHRM) (UK) • Academy of Management Review (AMR) (USA) • Academy of Management Journal (AMJ) (USA) • Industrial Relations (IR) (USA) • Industrial and Labor; Relations Review (ILRR) (USA) • Journal of Management Studies (JMS) (UK) • British Journal of Industrial Relations (BJIR) (UK) • Personnel Review (PR) (UK) • Industrial Relations Journal (IRJ) (UK) • Workforce (US)
COMMUNICATION REQUIREMENTS:	Use of proper English, both oral and written.
SOFTWARE REQUIREMENTS:	Microsoft Office: Word, Excel
WWW RESOURCES:	<ul style="list-style-type: none"> • <u>Society for Human Resource Management: www.shrm.org/</u> • <u>Occupational Safety and Health Administration: www.osha.gov</u> • <u>Equal Employment Opportunity Commission: www.eeoc.gov</u> • <u>Chartered Institute of Personnel and Development: www.cipd.co.uk/</u> • <u>European Observatory of Working Life: http://eurofound.europa.eu/observatories/eurwork</u>
INDICATIVE CONTENT:	<ol style="list-style-type: none"> 1. Background -- Understanding the concept and reality of an internship 2. Getting Started – Beginning the internship, understanding expectations, the learning contract and the internship provider 3. Performing – Moving ahead in the internship; staying engaged and successful 4. Closure – Feeling as a competent and ethical professional; finishing the internship and the next step