

MGMT #493/565

Human Resources/OB Internship

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Course Description:

The purpose of the internship course is to enable Anderson School of Management students an opportunity to gain valuable work experience within an organizational environment while earning credit for an elective course in the student's concentration area in his/her degree program. Therefore, this experience is more than simply an experience practicum rather it is targeted to complement the academic work completed by the student in his/her concentration area so that the business education experience is enhanced.

Each student will be responsible to secure an internship related to his/her concentration area with an organization that has agreed to provide the internship. Students must secure an internship either before the start of the semester or within the first week of the start of the semester so that the agreement on the academic deliverable of their internships with their Internship Concentration Advisor could be successfully reached by the last day to add a course in the semester. All available internships are listed in Lobo Career Connection, UNM's internship and job posting system for students and alumni.

Course Objectives:

The main objectives are:

- To increase the student's experiential learning and provide a setting in which he/she can integrate theory with practice.
- To get an agreement on the academic deliverable with the their Internship Concentration Advisor to prove his/her knowledge gained through the internship.
- To get practical work experience in an organizational environment.
- To gain a more comprehensive understanding of the various management functions within the student's concentration area.
- To develop high level reasoning and analysis skills to propose solutions to real business problems within the student's concentration.

Textbook(s):

No required textbook for the course. However, the student's internship concentration advisor may recommended one or more textbooks if necessary.

Internship Requirements:

- Intern must work at least 160 hours during the semester to receive 3-hour course credit.
- The internship must be related to the student's concentration area.
- Like all other elective courses in the concentration, this course may only be taken one time for credit towards the completion of the degree.
- Intern must have an Employer Internship Supervisor to train, mentor, and evaluate him/her.
- Internship can be a paid or unpaid position; if unpaid the internship must meet Department of Labor 'test for unpaid Interns' (<http://www.wagehour.dol.gov>).
- Internship must be completed within the semester the student is registered for the course, that is, credit for past work cannot be applied.

For-Credit Internships:

Concentration Credit:

To receive Concentration credit for the internship, the student and his/her Internship Concentration Advisor should come to an agreement on the academic deliverable. The exact form of this academic deliverable is left to the discretion of the Internship Concentration Advisor. However, the Internship Concentration Advisor would check that: (a) the learning was commensurate to, or exceeding that of, 3 credit hours of classroom instruction; (b) the learning was focused within the concentration area of the student; and (c) the student has attained proficient mastery of the material related to the internship.

Academic deliverables for **CONCENTRATION** credit could include, but is not limited to, one or more of the following:

1. A written report
2. Quantitative and/or qualitative results of the internship project (validated by the employer internship supervisor)
3. Oral and/or written examination

The following are required:

1. Bi-weekly learning logs submitted electronically throughout the 16 week internship.
2. An oral presentation to the Internship Instructor, faculty and staff the final week of class, to include PowerPoint slides to describe your internship experience and how it relates to your future career goals, including important lessons learned while completing the internship. Presentation date will be announced the first week of class to facilitate scheduling.
3. The Final Folder must be turned in a week before the due date if the student is in his/her graduation semester, to make sure that the course grade is reported on time. The final folder should contain the following:
 - Your objectives for the internship
 - Hours worked statement from the internship provider

- Your resume
- Overview of your concentration area (human resources, marketing, operations, etc.) and the context of the internship within the concentration
- Description of the organization and the department to which you were assigned
- Outline of the management structure, finances, and personnel
- Strengths and weaknesses of the organization
- Recommendations for the organization
- Personal conclusions of what you have learned and accomplished (How well did you reach your objectives?)

Grading Criterion for Concentration Credit:

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| • Completion and quality of the Academic deliverable | 75% |
| • Completion of final presentation & folder | 10% |
| • Completion of bi-weekly learning logs in support of academic deliverable | 10% |
| • Completion of Employer Evaluation by the student & Student Evaluation by Employer Internship Supervisor | 5% |

Free Elective Credit:

Following final approval of your internship from your Faculty Concentration Advisor, you will submit all learning logs and final required deliverables to your Internship Instructor.

Academic deliverables for FREE ELECTIVE credit:

1. Bi-weekly learning logs submitted electronically throughout the 16 week internship.
2. An oral presentation to the Internship Instructor, faculty and staff the final week of class, to include PowerPoint slides to describe your internship experience and how it relates to your future career goals, including important lessons learned while completing the internship. Presentation date will be announced the first week of class to facilitate scheduling.
3. The Final Folder must be turned in a week before the due date if the student is in his/her graduation semester, to make sure that the course grade is reported on time. The final folder should contain the following:
 - Your objectives for the internship
 - Hours worked statement from the internship provider
 - Your resume
 - Overview of your concentration area (human resources, marketing, operations, etc.) and the context of the internship within the concentration
 - Description of the organization and the department to which you were assigned
 - Outline of the management structure, finances, and personnel
 - Strengths and weaknesses of the organization
 - Recommendations for the organization
 - Personal conclusions of what you have learned and accomplished (How well did you reach your objectives?)

Grading Criterion for Free Elective Credit:

- Completion and final presentation & folder 75%
- Completion of bi-weekly learning logs in support of academic deliverable 15%
- Completion of Employer Evaluation by the student & Student
Evaluation by Employer Internship Supervisor 10%

Special Accommodations:

If you are a qualified person with disabilities who might need accommodations, please communicate with me as soon as possible so that we may assist you in meeting your needs by working with your internship provider to see if those needs could be met.