

M. MASLYN
HRD - 4950

**OAKLAND UNIVERSITY
DEPARTMENT OF ORGANIZATIONAL LEADERSHIP
HRD 4950 - INTERNSHIP IN HUMAN RESOURCE DEVELOPMENT
Winter, 2018 (8 credits)**

Instructors:	Michael M. Long mmlong23@oakland.edu	430 E Pawley Hall 313-205-8601 Fax: 248-370-4095
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	Michael Nowakowski nowakows@oakland.edu	430 E Pawley Hall 248-250-9834 Fax: 248-370-4095
Internship Coordinator:	Michael Maslyn maslyn@oakland.edu	470H Pawley Hall 248-370-3063 Fax: 248-370-4095
Administrative Secretary	<u>Alaina Wood</u> @oakland.edu	475 Pawley Hall 248-370-4109 Fax: 248-370-4095

Course Prerequisites: Full admission to major standing; completion of 100 credits (minimum); an overall GPA of 2.50 or better; completion of the following courses with a minimum grade of 2.8 in each core courses: HRD 3100 (306), 3100 (306), 3700(309), 3300(310), 3420 (324), 3210 (363), 3530 (367), 3430 (372), also focus area courses: HRD 3440(320), 3520 (364), 4200 (401), 4300 (423) and permission of internship coordinator by application to department.

Text(s) and Supporting Course Material: None required for class. Supportive materials as needed for each student's specific site.

Course Description: HRD 4950 is the culminating experience for all Oakland University students majoring in Human Resource Development. While there are monthly class meetings and other opportunities for each student to meet with the instructor and/or staff from the internship office, the bulk of the work is completed in the field without direct faculty supervision. Students are expected to apply their learning from course work and previous experiences while working under the direction of an on-site supervisor as an entry level or higher HRD professional.

To ensure that students have an opportunity to work at a professional level under appropriate supervision, all sites must be approved by staff of the HRD internship office **before** the student begins work. (Information about approved sites is available in the HRD internship office.)

Please choose your Internship wisely. You are committing yourself to one semester's work (minimum of 320 hours) at that enterprise. Any change in Internship sites, except for good and just cause on the part of the site will minimally result in you having to start your Internship over.

Early in the semester, the instructor will meet with the student and the on-site supervisor for consultation. At that time the student is expected to have **3 typed copies** of his/her preliminary set of objectives. It is the student's responsibility to schedule and take part in the site consultation in order to have the course objectives approved by the instructor. **As a result of the conference, the objectives may be approved as suggested by the student, or revisions may be required by the instructor. If the objectives are not approved, a failing grade will be issued for the course.** After the site consultation, the student will refine the objectives and develop an action plan and criteria for evaluating each objective as agreed upon during the site consultation.

Any student wishing to complete her or his internship at a student-initiated site **must** obtain the appropriate application packet from the HRD Internship Coordinator. This paperwork must be completed and signed by the student's on-site supervisor, and returned to Mr. Michael Maslyn, the Internship Coordinator, whose office is located at 470H Pawley Hall. On-site supervisors must have a minimum of a Bachelor degree or equivalent related work experience. After the Internship Coordinator reviews the application and speaks with your expected supervisor, tentative approval may (or may not) be given. Final site approval is not given until the after internship instructor conducts the site consultation. Students are encouraged **not** to begin working at a student-initiated site until after tentative approval has been given by the Internship Coordinator. Any hours worked prior to that time will **not** count toward the student's internship experience if the site is not approved.

Students are encouraged to work closely with Internship Coordinator, Mr. Maslyn, prior to the start of the term to secure an acceptable internship assignment. Any student who has not obtained an internship site preliminarily approved by Mr. Maslyn before the last day for withdrawals from classes with a 100% tuition refund (Jan. 17, 2018) should consider dropping the course and registering for the next semester as it will be difficult to complete course requirements by the end of the semester. Dropping the course may result in payment of course withdrawal fees as indicated in the schedule of classes.

Add/Drops: The University add/drop policy will be explicitly followed. It is the student's responsibility to be aware of the University deadline dates for dropping the course.

Academic Conduct Policy: The falsification of reports/records, plagiarism, and unauthorized collaboration, access or modifying of computer programs are considered serious breaches of academic conduct. The Oakland University policy on academic conduct will be strictly followed

with no exceptions. See catalog under Academic Policies and Procedures.

Special Consideration: Students with disabilities who may require special consideration should make an appointment with campus Disability Support Services. Students should also bring their needs to the attention of the instructor as soon as possible.

Requirements and Grading System: Oakland Campus and Macomb University Center
Dates

1. Working at the approved site for a minimum of approximately 40 hours for each hour of credit (320 hours for 8 credits). Work must be evaluated and deemed satisfactory or better by the site supervisor. **Students whose sites have been approved, and who have submitted their confirmation letter, may begin counting hours Jan. 2, 2018. Hours must be completed as of April 7, 2018.** Any deviations from this requirement must be specifically approved in advance in writing by the internship instructor.
2. Attending a pre-internship meeting at 10:00 a.m. on Sat., Nov. 11, 2017 and required additional class meetings during the Winter, 2018 semester.
3. Submitting the Internship Site Visit Form (Appendix B, p.12) in class on Jan. 6, 2018.
4. Scheduling and participating in a three-way meeting between you, your site supervisor and instructor. This meeting **must be scheduled** no later than Jan. 12, 2018 and **must be completed** no later than Feb. 16, 2018.
5. Setting clear objectives and submitting the detailed objectives by Feb. 10, 2018 (See Appendix A, pp.8-11, How to Write Objectives - HRD 4950)
6. Writing two self-assessments using Appendices D and E pp.17 & 18 (Mid-term evaluation and final report)

The form for the mid-term assessment/evaluation, which is to be completed and signed by both you and your supervisor and submitted at your second class meeting on Feb. 10, 2018 is included in the syllabus. (See Appendix B-1, pp. 23-24 Mid-term Assessment/Evaluation)

The second assessment is part of the major internship product, which you submit, as the final report of your accomplishments, due no later than your final class meeting on April 7, 2018 (See Appendix C, pp.13-16)
7. Preparing two evaluations of your internship site and the supervision you receive there. The first site evaluation is to be submitted at class on Feb. 10, 2018. The second is included in your Final Report and submitted no later than the final class meeting on April 7, 2018 (See Appendices D, p.17 and E, p.18)
8. Ensuring that your supervisor completes two evaluations of your performance - one is part

of your mid-term assessment/evaluation (see item #6 above), which is due at class on February 10, 2018 (See Appendix B-1, pp. 23-24) The other is the supervisor's letter of evaluation to be included in your Final Report and submitted on April 7, 2018

9. Preparing three Internship Interim Reports summarizing your progress on each of your objectives; due Feb. 24, March 10 and March 24, 2018 (See Appendix G, pp. 20-21 for the format)
10. Recording your time worked using the Work Schedule. (Appendix F, p.22) This must be included in your final report. Remember, both you and your supervisor must sign it.
11. Write and send a formal thank you letter to your supervisor.
12. Criteria for grading students in the internship are explained in Appendix H, p.19, Grading System for HRD 4950 Internship. The final report accounts for 60% of your grade, so make it good! Good means detailed and specific, not verbose.

PLEASE NOTE: All students are expected to meet the due dates of all course requirements - Failure to do so will result in a grade reduction.

IMPORTANT: HRD Internship students are not to take active part in the termination of anyone's employment as part of the internship.

Note: The following forms can be found in this syllabus.

List of Forms in HRD 4950 Syllabus for fall, 2017

Appendix A	How to Write Objectives - HRD 4950	p. 8-11
Appendix B	Internship Site Visit Form	p. 12
Appendix B-1	Mid-Term Assessment/Evaluation of HRD Internship Student	p.23-24
Appendix C	Final Report of Accomplishments	p.13-16
Appendix D	Student's First Evaluation of Supervision	p.17
Appendix E	Student's Second Evaluation of Supervision	p.18
Appendix F	Work Schedule	p.22
Appendix G	Interim Internship Reports	p.20-21
Appendix H	Grading Rubric for HRD 4950	p. 19
Internship Placement Confirmation		p.28-29
HRD Assignments Checklist		p.30

SCHEDULE OF CLASSES – Winter, 2018

The instructor reserves the right to make minor adjustments to this schedule.

Oakland Campus – Professor M.M. Long

Internship Coordinator -M. Maslyn - Office hours: by appointment – Room 470H Pawley Hall

<u>Dates of Classes</u>	<u>Major Topics</u>	<u>Assignments</u>
Sat. Nov. 11, 2017 10:00 a.m. 310 Pawley Hall	Orientation to Internship. Introduction to staff.	CONFIRMATION LETTER DUE no later than Jan. 2, 2018 in 470 H Pawley Hall
Sat. Jan. 6, 2018 10:00 a.m. PH 310 Mandatory Class	Discussion of Objectives. Class Assignments. Scheduling of site visits no later than Jan 12 , with visits conducted no later than Feb.16, 2018	Internship Site Visit Form Due
Sat. Feb. 10, 2018 10:00 a.m. PH 310 Mandatory Class	Discussion regarding specifications for Final Report. Q&A.	Initial Objectives as approved during the site visit Mid-term Evaluation (App.B-1) First Site Evaluation (App. D)
Internship Interim Reports due Feb. 24, March 10 and March 24, 2018 submitted via Moodle to Professor M. M. Long	Status report of objectives.	Submit Internship Interim Reports (App. G Format) by assigned dates.
Sat. April 7, 2018 10:00 to 10:30 a.m. <u>PH 430E</u>	Wrap-Up.	Final Report including: Final Evaluation of Intern (from Supervisor) Second Evaluation of Site (App. E from student)

Attendance is mandatory at all scheduled class sessions. Your final grade will be lowered at least .10 for each unexcused absence.

Interim reports are also mandatory. Deductions in credit will be taken for late reports.

The instructor reserves the right to make minor adjustments to this schedule.

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Oakland Campus Pawley Hall 163 Professor M. Maslyn

Internship Coordinator - M. Maslyn - Office hours: by appointment – Room 470H Pawley Hall

<u>Dates of Classes</u>	<u>Major Topics</u>	<u>Assignments</u>
Mon. July 17, 2017 10:00 a.m. 310 Pawley Hall	Orientation to Internship. Introduction to staff.	CONFIRMATION LETTER DUE no later than Jan. 2, 2018 in 470 H Pawley Hall
Saturday Jan. 6, 2018 10:00 a.m. PH 163 Mandatory Class	Discussion of Objectives. Class Assignments. Scheduling of site visits no later than Jan. 12 2018, with visits conducted no later than Feb. 16, 2018	Internship Site Visit Form Due
Sat. Feb. 10, 2018 10:00 a.m. PH 163 Mandatory Class	Discussion regarding specifications for Final Report. Q&A.	Initial Objectives as approved during the site visit Mid-term Evaluation (App.B-1) First Site Evaluation (App. D)
Internship Interim Reports due Feb. 24, March 10 and March 24 submitted by hand or email	Status report of objectives.	Submit Internship Interim Reports (App. G Format) by assigned dates.
Sat. April 7, 2018 10:00 – 10:30 PH 163	Wrap-Up.	Final Report including: Final Evaluation of Intern (from Supervisor) Second Evaluation of Site (App.E from student)

NOTES:

Attendance is mandatory at all scheduled class sessions. Your final grade will be lowered at least .10 for each unexcused absence.

Interim reports are also mandatory. Deductions in credit will be taken for late reports.

SCHEDULE OF CLASSES – Winter, 2018

The instructor reserves the right to make minor adjustments to this schedule.

Macomb Campus MUC 1-208 – Professor Nowakowski

Internship Coordinator - M. Maslyn - Office hours: by appointment – Room 470H Pawley Hall

<u>Dates of Classes</u>	<u>Major Topics</u>	<u>Assignments</u>
Sat., Nov. 11, 2017 10:00 a.m. 310 Pawley Hall	Orientation to Internship. Introduction to staff.	CONFIRMATION LETTER DUE no later than Jan.2, 2018 in 470 H Pawley Hall
Sat. Jan. 6, 2018 10:00 A.M. MUC 1-208 Mandatory Class	Discussion of Objectives. Class Assignments. Scheduling of site visits no later than Jan12 , with visits conducted no later than , Feb. 16, 2018	Internship Site Visit Form Due
Sat. Feb. 10 ,2018 10:00 A.M. MUC 1-208 Mandatory Class	Discussion regarding specifications for Final Report. Q&A.	Initial Objectives as approved during the site visit Mid-term Evaluation (App.B-1) First Site Evaluation (App.D)
Internship Interim Reports due Feb.24, March 10 and March 24, 2018 submitted by email or hand delivered Prof. Nowakowski and Maslyn	Status report of objectives.	Submit Internship Interim Reports (App. G Format) by assigned dates.
Sat. April 7, 2018 10:00-10:30 A.M. MUC 1-208	Wrap-Up.	Final Report including: Final Evaluation of Intern (from Supervisor) Second Evaluation of Site (App. E from student)

Attendance is mandatory at all scheduled class sessions. Your final grade will be lowered at least .10 for each unexcused absence.

Interim reports are also mandatory. Deductions in credit will be taken for late reports

APPENDIX A

HOW TO WRITE OBJECTIVES - HRD 4950

A Performance Objective is made up of three (3) parts:

The Performance Statement, Educational Value
The Tasks, and
The Evidence

I. The Performance Statement

This states the work activity to be accomplished. The statement must include:

- An **Observable, Action Verb**. This is the actual behavior.
- The **Service** you are going to provide
- The **Consumer** - To whom you will provide the service
- The **Quantity** - How many or how much
- The **Location** - Where you will provide the service
- The **Time frame** - Specific dates for completion

Educational Value: What specific educational value in the area of Human Resource Development is provided by completion of this objective?

II. The Tasks

This part is a sequential list of the tasks you need to complete in order to accomplish your goal. Ask yourself, "What is the first thing I need to do to complete this objective? Then, "What is the next step?" and so on. Whenever possible, you should include target completion dates.

III. The Evidence

This statement tells how you will evaluate your performance. It describes your mastery or degree of proficiency needed to successfully complete the performance objective.

Examples are:

- a product you developed was implemented
- a project was completed on time, or
- a specific number was completed, etc.

Note: Make sure the evidence addresses the performance statement.

PLEASE NOTE: THE FOLLOWING ARE EXAMPLES ONLY AND NOT TO BE USED WORD FOR WORD.

EXAMPLE OF A PERFORMANCE OBJECTIVE

- I. Performance Objective One – Revise New Hire Orientation Handbook**
Revise the new hire orientation handbook at the ABC Company in Southfield, MI by March 16, 2018. The educational value is gaining experience in updating an orientation handbook for an organization **Note: You need to demonstrate evidence for each task. A minimum of three tasks is needed for each performance objective.**

- II. Tasks**
 - A. Meet with supervisor to identify what updates need to be made to the current new hire orientation handbook.
 - B. Revise orientation handbook pages identified by supervisor
 - C. Create new orientation handbook pages identified by supervisor
 - D. Revise the table of contents in the new hire orientation handbook to reflect updates made
 - E. Present supervisor with the revised new hire orientation handbook

- III. Evidence/Measurement**
 - A. Your notes highlighting the updates need to be made to the current new hire orientation handbook as identified by you and your supervisor
 - B. Examples of the revised orientation handbook pages you created as identified by you and your supervisor
 - C. Examples of the new orientation handbook pages you created as identified by you and your supervisor
 - D. Revised table of contents to reflect the changes you made to the new hire orientation handbook
 - E. A signed note on letterhead from your supervisor stating that you completed this objective by April 6, 2018 to their satisfaction

EXAMPLE OF A PERFORMANCE OBJECTIVE

I. Performance Objective Two –Create a Checklist to Assist with Screening Two Hundred Resumes of Prospective Training Assistant candidates

Create a checklist to assist with screening two hundred resumes of prospective training assistant candidates for the XYZ Company in Detroit, Michigan during the week of March 16, 2018. The educational value is gaining experience in creating a checklist and screening resumes for an organization. **Note: You need to demonstrate evidence for each task. A minimum of three tasks is needed for each performance objective.**

II. Tasks

- A. Meet with supervisor to understand and learn the process of screening resumes
- B. Create a checklist to guide your selection process based on the information your supervisor gave you regarding screening training assistant resumes. **Note:** your checklist should be approved by your supervisor before you use it to screen resumes
- C. Track the number of acceptable resumes
- D. Track the number of unacceptable resumes
- E. Provide a brief written recommendation of the resumes your found to be acceptable
- F. Provide a brief written explanation of the resumes you found to be unacceptable

III. Evidence/Measurement

- A. Supervisor notes explaining the resume screening process
- B. An example of the approved checklist you created to guide the resume screening process – (your supervisor must approve the final checklist you created)
- C. List the number of resumes out of 200 that you found acceptable. **Note:** Supervisor signature needed to support your acceptable numbers
- D. List the number of resumes out of 200 that you found unacceptable. **Note:** Supervisor signature needed to support your unacceptable numbers
- E. Examples of the brief written recommendations of the resumes you found to be acceptable using the checklist you created. **Note:** do not include any personal information in your recommendation – *example* – resume one - was acceptable because it met all of the requirements on the checklist
- F. Examples of the brief written explanations of the resumes you found to be unacceptable using the checklist you created. **Note:** do not include any personal information in your explanation – *example* – resume two - was unacceptable because it met only one of the requirements on the checklist

objectives.

accept	demonstrate	interpret	respond
analyze	designate	illustrate	report
arrange	determine	interact	raise
aid	develop	itemize	relate
ask	describe	invest	repeat
appraise	detect	label	return
apply	differentiate	lead	remove
assemble	direct	let	save
assign	discuss	lift	search
attempt	display	list	select
attend	discover	limit	send
begin	distribute	locate	serve
bring	edit	look	share
build	eliminate	make	shorten
categorize	end	manipulate	signify
carry	empty	measure	simplify
calculate	estimate	meet	solve
change	equate	name	sit
check	evaluate	operate	speak
choose	expand	offer	specify
collect	extend	open	start
construct	explain	organize	stop
conduct	experiment	outline	structure
compute	express	participate	suggest
compare	extract	plan	summarize
compose	feel	play	supervise
complete	fix	place	support
consider	find	practice	synthesize
correct	formulate	predict	systematize
clean	forecast	prepare	tabulate
close	follow	present	take
classify	gather	print	teach
conceive	generate	produce	transfer
conclude	graph	propose	translate
communicate	group	provide	touch
contribute	give	put	try
control	help	prove	use
compile	hypothesize	reorganize	verify
critique	hold	reproduce	volunteer
criticize	identify	react	wait
decide	include	record	watch
define	increase	read	work
design	inform	revise	write
decrease	insert	reduce	

Note: The following verbs are not observable and may not be used for performance objectives: know, learn, and understand. Also, the words *to be able to* are extraneous and should not be used in a performance objective.

APPENDIX B INTERNSHIP SITE VISIT INFORMATION FORM

Each intern must complete this form in “Word” format and email it to the university instructor and the Internship Coordinator completing the student’s site visit no later than the date listed in the course syllabus.

Intern Name:		Date:
Name of Internship Site:		Intern’s internship work phone number/extension:
Street:	Suite:	
City:	Zip:	
Main Phone Number:		
Intern’s cell phone number:	Name and title of Intern’s Site Supervisor:	Intern’s Site Supervisor’s work phone number/extension:
Number at which intern can be reached at work on the day of the site visit in the event that the instructor has en-route questions or is delayed:		Intern’s email address:

Directions to Internship Site from OU at 2200 North Squirrel Road, Rochester, MI 48309:

In addition to written instructions, please attach a *Mapquest / Google Maps*, etc. type of map with mileage from OU to the internship site.

On Site instructions:

Please include such things as where to park and where and how, once at the main site, the instructor will find you and your supervisor.

List dates and times convenient for both you and your supervisor to meet:

Other important information regarding the site visit:

Remember that the intern must have three hard copies of the proposed internship objectives along with the anticipated task for each as well as the educational value for each objective ready for use during the site visit. No evidence is necessary since you haven’t created it yet

APPENDIX C

FINAL REPORT OF ACCOMPLISHMENTS

DUE AT THE LAST SCHEDULED CLASS OF THE SEMESTER.

PART I Separate and NOT BOUND (Place it in the pocket part of your binder/portfolio.)

Page 1: **Cover page:** Your name, address, student number, course title, course registration number (CRN), semester(s) registered, total credit hours, name of internship site, and date submitted.

Page 2: Photocopy of your Letter of Evaluation of your performance written by your supervisor. (Keep the original for your personal records.)

Page 3: Completed Work Schedule Form (Appendix F, p.22)

Page 4: Name and address of internship site (company or agency), and the name, email and telephone number of your supervisor.

A brief description of the services of the agency, business or department where you performed your internship. (Limit one page)

Page 5: Your internship work title

Description of your internship duties and activities, including a description of the clientele or employees you served directly or indirectly. (Limit one page)

Total number of hours you spent on the internship.

Page 6: Second evaluation of supervision (Appendix E, p.18)

Page 7: Copy of your thank-you letter to your site supervisor.

Page 8 (numbered 8.0, 8.1, 8.2, etc.):
Final copy of your objectives, listing all four parts - The Performance Statement, Educational Value, Tasks, and Evidence.

Page 9 and beyond

One hard copy of your Appendix G, pp .20-21 finalized Internship Reports

(colors, black, blue and green).

NOTE: THE HRD DEPARTMENT RETAINS ALL OF PART I FOR ITS RECORDS.

PART II - DOUBLE SPACED

Page 1: Your name, your expected graduation date, and whether you will be picking up your graded report. **Reports will be available in Room 470H Pawley Hall from April 24 through Sept. 28 2018. After that time, they will be shredded.**

Page 2: The tabbing system for the rest of Part II should be as follows:

Each objective should have a separate tab number, for example -

- Tab 1A State first performance objective and list tasks;
- Tab 1B Student evaluation and analysis of first performance objective;
- Tab 1C Evidence for first performance objective.

Then follow with Tab 2A, B, and C, 3A, B and C, and so on for each of the previously agreed upon performance objectives.

The **evaluation and analysis** of each objective must be written in narrative form using a business writing style. Go to <http://www.wikihow.com/Write-Using-Proper-Business-Style> and/or <http://pages.uoregon.edu/ddusseau/101/199/style.html> for help regarding business writing style.

Some examples that the evaluation and analysis **might** include:

- Evidence of client or employee growth, behavior changes, decisions reached, benefits or placements obtained, etc. as a result of your efforts. What HRD skills were implemented? What did you learn about this function?
- If something did not meet your expectations, make an analysis of where the process broke down, suggest how you would improve your efforts or difficulties you attempted to overcome (how/success?).
- Any significant achievements and feedback you received. Who did you work with on this objective? How did they help/hinder?
- Significant observations and insights, and reactions to the social and political

climate.

- Your personal and professional growth, new learning and skills developed. What did you learn about yourself (abilities/strengths/weaknesses).
- Recommendations/next steps for this project.

REPEAT THE ABOVE FOR EACH PERFORMANCE STATEMENT

This section of your report (excluding the evidence appendices) should **NOT exceed 25 pages.**

EVIDENCE (Tab C) : Information and products that YOU developed.

Include documentation and refer to it within your report. Insert the evidence after each objective using a tab. Make sure it is organized and clearly labeled for easy access by the reader.

Samples of Evidence are:

- Employee Tracking Data (No names or identifying information)
- Training Packets, Newsletters, Manuals
- Photos from Career Fairs, Special Events, etc.
- Program Development
- Correspondence, Surveys, Forms, Flyers, etc.

NOTE: The evidence portion of your report is not subject to or included in the 25 page maximum.

PART III

REFLECTION PAPER - DOUBLE SPACED, 4-5 pages

- Discuss your personal learning, growth, awareness, insights and application of skills overall gained as a result of your internship.

NOTE: YOUR WRITING SKILLS ARE CONSIDERED WHEN ASSESSING YOUR FINAL GRADE!

NOTE: DO NOT ENCLOSE ANY PAGES OF YOUR FINAL REPORT IN PLASTIC SLEEVES. ALL PAGES MUST BE EASILY ACCESSIBLE FOR COMMENTS BY INSTRUCTOR.

REMINDER: THERE ARE 3 PARTS TO THE FINAL REPORT. BE SURE YOU HAVE

INCLUDED ALL OF THEM. YOU WILL NOT BE CALLED IF SOMETHING IS MISSING.

ADVICE: You should treat this as if it were part of an application for employment at a prestigious company for a position that you really want – as that is how it will be graded by the instructor.

APPENDIX E
HRD 4950 INTERNSHIP COURSE

Date _____

STUDENT'S SECOND EVALUATION OF SUPERVISION

Site Location _____

Supervisor _____ Intern _____

1. Would you recommend this site to other HRD 4950 Internship students?
Yes _____ No _____ Discuss:

2. Please comment on help/information received from your coordinator and/or HRD 4950 Instructor. We would appreciate feedback on our availability, helpfulness, knowledge relative to this course, class format, and any suggestions you may have to improve the HRD 4950 course.

**APPENDIX H
GRADING RUBRIC FOR HRD 4950**

INTERN _____ DATE _____

SEMESTER REGISTERED _____ WORKPLACE _____

1. Final Report of Accomplishments (60%):
 - A. Quality and Level of Performance Objectives - 40 points
 - B. Quality of Analysis in Report - 50 points
 - C. Quality of Evidence and Documentation - 40 points
 - D. Quality of Reflection Paper - 50 points
 - E. Quality of Thank-You letter to site supervisor - 10 points
 - F. Communication and Writing Skills: Syntax, punctuation, spelling, organization, indexing, presentation, clarity and persuasiveness - 50 points

2. Professional Performance (40%):

- Internship Interim Reports - 60 points (20 points each)
- Midterm Objectives - 20 points
- Field-Site Supervisor's Evaluations - 40 points (10 points for first / 30 points for final)
- Student's Assessments of Site and Supervision - 10 points (5 points each)
- Personal Evaluation (midterm) - 10 points
- Internship Site Consultation Form and Site consultation - 20 points

GRADE: _____ (Total number of points earned divided by 100 = your grade)

3. Deductions for absences/late assignments/Failure to follow directions, etc.: _____
Additions for extras: _____

FINAL GRADE: _____

APPENDIX G

INTERIM INTERNSHIP REPORTS

Please complete the following in "Word" format and email or hand deliver to your instructor with an email copy to Mike Maslyn (maslyn@oakland.edu) on the dates indicated in the "Schedule of Classes." Deductions in credit will be taken for tardy reports.

Name _____ Date _____

Cell Phone _____ Work Phone _____

Home Phone _____

Worksite _____

Address _____

Supervisor's Name _____ Phone _____

Remember, if you experience any difficulties about which the instructor should be alerted, the instructor is just an email or phone call away.

Due Dates and Subject Matter

Remember that these reports can be adapted into part of your final report.

Feb. 24, 2018 This one should be in black.

Include the following two statements:

1. Do you wish to alter your list of approved objectives? Yes → No →
If yes, explain the change and your reasons, state the objective with anticipated tasks as you would have for the site visit, and indicate, if you have your supervisor's approval.
2. The total number of hours worked on my internship to date is _____.

Then, using your list of approved objectives, provide a summary progress report on each objective, along with a brief reflection of how your internship is going as of June 22nd & 23rd, 2015.

March 10, 2018 This one should be in blue.

Include the following two statements:

1. Do you wish to alter your list of approved objectives? Yes → No →
If yes, explain the change and your reasons, state the objective with anticipated tasks as you would have for the site visit, and indicate, if you have your supervisor's approval.
2. The total number of hours worked on my internship to date is _____.

Then, using your Oct. 21 report as a starting point, please update your progress on each objective, along with a brief reflection of how your internship is going as of Nov. 4.

March 24, 2018 -This one should be in green.

Include the following two statements:

1. Do you wish to alter your list of approved objectives? Yes → No →
If yes, explain the change and your reasons, state the objective with anticipated tasks as you would have for the site visit, and indicate, if you have your supervisor's approval.
2. The total number of hours worked on my internship to date is _____.

Using your Nov. 4 report as a starting point, please update your progress on each of your objectives, along with a brief reflection of how your internship is going as of Nov. 18.

YOUR COMPLETED PROJECT IS DUE ON April 7, 2018.

EXAMPLE:

Objective 1: I will change the world for the better using the principles and techniques learned in the OU HRD Program.

First Interim Report – Feb. 24: I've begun work by proselytizing on a constant basis to all the employees. This doesn't seem to be working. I will speak to my supervisor about this.

Second Interim Report – March 10: People seem to be avoiding me. My supervisor has advised me to "BACK OFF!!!" But I guess I'll have to use my Human Interaction and Team Building skills to help me prevail.

Third Interim Report – March 24 I'm really lonesome in my new office located in the Annex. I have continued this task by sending e-mails to people whom I consider leaders in the organization. Bad news is that my supervisor has taken away my computer. She has also said that the company is cutting back and won't be able to hire me after my internship concludes. Don't worry; I don't think that I like this kind of work anyway.

Please note that for reports 2 and 3 the student simply added on to the previous reports using the different designated color. That way the instructor was able to easily see the string of reports without having to look back to find earlier reports for reference.

**APPENDIX F -- Generally 320 hours are required
Work Schedule**

Student's Name	Placement Site	Credit Hours	
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Hours Worked:

Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Other	Weekly Total
Week #1							
Week #2							
Week #3							
Week #4							
Week #5							
Week #6							
Week #7							
Week #8							
Week #9							
Week #10							
Week #11							
Week #12							
Week #13							
Week #14							
Week #15							
Week #16							
Total Hours Completed							

Student Signature _____ Supervisor Signature _____

APPENDIX B-1

MID TERM ASSESSMENT/EVALUATION OF HRD INTERNSHIP STUDENT

Self-Evaluation (Student)

Supervisor's Evaluation of Student Performance
(Check one for each objective)

Objectives	Contributions/ Strengths I see in myself	Areas for Improvement Where I need help	Needs Improvement	Meets Requirements	Exceeds Requirements	Superior or Exceptional	Comments
Objective #1							
Objective #2							
Objective #3							
Objective #4							

APPENDIX B-1

MID TERM EVALUATION OF HRD INTERNSHIP STUDENT

Self Evaluation (Student)			Supervisor's Evaluation of Student Performance (Check one for each objective)				
Objectives	Contributions/Strengths I see in myself	Areas for Improvement Where I need help	Needs Improvement	Meets Requirement s	Exceeds Requirements	Superior or Exceptional	Comments
Objective #5							
Objective #6							
Objective #7							
Objective #8							

Date of this review _____ Signed _____

Supervisor _____ Student _____

TO: Internship Supervisors of HRD Students

FROM: Professors Michael Long & Michael Nowakowski

Thank you for agreeing to serve as an Oakland University Undergraduate Program in Human Resource Development site supervisor. Your supervision is an important part of our student's professional preparation.

The student you are supervising is enrolled in HRD 4950, Internship in Human Resource Development. This course is designed as the culminating experience for all HRD students. It provides them an opportunity to apply the theories and practices they have studied in their course work in a supervised work setting. Students are expected to perform a variety of tasks which are comparable to those of an entry level professional, that is, someone with a bachelor's degree or equivalent experience. They will be working with you approximately 24 hours per week.

In order for the experience to be valuable for your organization as well as for the student, the intern is expected to set performance objectives which will be mutually beneficial. Early in the semester, a staff member from the University will schedule a site visit with you and the intern. At that time the University representative will review the expectations for you as a supervisor and discuss the performance objectives which you and the intern have formulated. This three way meeting is a good time to clarify such things as mutual expectations, orientation and training for the student, hours of work, and reporting patterns.

We hope that the intern will be able to attend relevant staff meetings and training sessions to maximize his/her professional development. As the supervisor we hope you will see that the intern has an appropriate work station and the opportunity to meet other staff members who understand the role and responsibility of the intern.

In addition to providing ongoing feedback to the intern, you will need to submit two evaluations of the student's performance to us. Please write your mid-point evaluation on the form which we will give you. At the end of the semester, we want you to write a letter to the HRD Department which describes and evaluates the student's performance. We will give you questions to serve as the basis for that letter.

Again, let us say how much we appreciate your commitment to our students. If you have any questions, please call Mike Maslyn, Internship Coordinator at (248) 370-3063.

DIRECTIONS FOR EVALUATING THE HRD INTERN

In addition to your on-going supervision of the intern, we wish to request two evaluations. The first is a mid-term evaluation due about seven weeks after the intern has been at work. A two-page form is attached for this purpose. The second evaluation is requested in the form of a letter on Company stationery, addressed to the internship instructor, which describes the intern's performance upon the completion of the internship.

Mid-Term Evaluation

The mid-term evaluation is divided into two sections: The intern's self-evaluation on the left side, and the supervisor's evaluation of the intern's performance on the right side. The intern will complete the left side, first, briefly listing each performance statement in the first column. The second column will list specific contributions or strengths the intern has demonstrated to date. The intern should list in the third column the areas where further guidance from the supervisor is needed.

Final Letter of Evaluation

As mentioned above, the final evaluation, in letter form on Company stationery, is due with the intern's first report of accomplishments. It should be addressed to the internship instructor and given to the student, who will submit a photocopy with the final report and keep the original for use as a letter of reference.

We are interested in what the intern has accomplished, and the intern's level of performance. Providing specific details and examples will help us to evaluate the intern fairly. Please keep in mind that we base the intern's grade on performance in a professional entry-level activity. Your contributions and assessment of the intern in the day-to-day work activities are most important in our evaluation.

The following categories of skills are provided to guide you in writing your final evaluation of the intern. Please choose at least seven categories and include specific examples for each category you choose.

1. Written Communication Skills: i.e., clarity, organization, grammar, spelling, etc.
2. Interactive Communication Skills: i.e., self-expression, effective listening, participation, etc.
3. Teamwork Skills: i.e., support, participation, cooperation, etc.
4. Problem-Solving Skills: i.e., ability to troubleshoot problems, etc.
5. Decision-Making Skills: i.e., logical thinking, critical thinking, etc.
6. Productivity: i.e., timeliness, established standards for quality or improvement, self-direction, etc.
7. Project Management/Development: i.e., follow through, organization, initiative, creativity, etc.
8. Assessment/Evaluation Skills: i.e., assessment of individuals/programs, attention to detail etc.
9. Technical Knowledge: i.e., needs assessment, media development, evaluation and assessment, case management, group facilitation, client contacts, etc.

*Finally, please address the intern's growth, effort, and innovative, creative or unusually successful accomplishments. Please verify the total amount of hours the intern has completed to date.

Your letter will probably be due before the intern has completed his/her work with you. If so, please discuss with the intern what else you expect him/her to do. If anything changes your evaluation of the student's performance after you have written your letter, please call the office.

When completed, please sign the letter and give it to the intern to submit to the instructor.

Thank you very much for choosing to supervise an intern. If you have any questions, please call the Internship Office at (248) 370-3063.

Oakland University
 Department of Organizational Leadership
 Human Resource Development
INTERNSHIP PLACEMENT CONFIRMATION

Section 1 – to be filled out by HRD 4950 Internship Student:

Student Name:		
Student Local Address:	City/ST	ZIP
Student Telephone - Land Line:	Cell/Text:	
Student E-Mail:		
The student is taking the HRD 4950 internship for 8 undergraduate credits and will serve a minimum of 320 contact hours performing internship related duties.		

Section 2 – to be filled out by HRD 4950 Internship Student and the Site Supervisor together:

In the space below please briefly describe no fewer than 6 and as many as 10 objectives/assignments/tasks that the internship student will be working on during the internship.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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The student is scheduled to devote approximately _____ hours per week
 for approximately _____ weeks to this internship.

Estimated date student will begin internship duties:	
Estimated date student will complete internship duties:	

Section 3 – to be filled out by Internship the Site Supervisor with the assistance of the Student:

The student will be serving an internship at:

Organization:		
Address of Organization:	City/ST	Zip
Address of Internship Site:	City/ST	Zip
Internship Student's Site Supervisor:	Phone:	E-Mail:

Please indicate how many internship positions remain open at this site for this semester. _____

Signed:

Internship Site Supervisor	Internship Student
Date:	Date:

Please return this form to:

Oakland University
 Human Resource Development Internship Coordinator
 470 H Pawley Hall
 Rochester, MI 48309-4494
 Attn: Internship Coordinator · Michael Maslyn

HRD 4950 Assignments Checklist – Winter, 2018

✓	Date	Assignment	Notes	Points
	11/11/17	Orientation		
	1/2/18	Confirmation Letter		
	1/6/18	Internship Site Visit Form	<i>App. B</i>	
		Class		
	1/12/18	Schedule Site Visit		
	2/16/18	Site Visit	<i>Complete with Supervisor & Instructor</i>	20
	2/10/18	Mid-term Objectives		20
	2/10/18	Mid-term Evaluation of Student	<i>Student Portion</i>	10
		App. B-1	<i>Supervisor Portion</i>	10
	2/10/18	Student's Site Evaluation 1	<i>App. D</i>	5
	2/10/18	Class		
	2/24/18	Interim Internship Report 1	<i>App. G</i>	20
	3/10/18	Interim Internship Report 2	<i>App. G</i>	20
	3/24/18	Interim Internship Report 3	<i>App. G</i>	20
	4/7/18	Final Report:	<i>App. C</i>	
		Cover Page		
		Letter of Evaluation	<i>Completed by Supervisor</i>	30
		Internship Site Description		
		Internship Description		
		Student's Site Evaluation 2	<i>App. E</i>	5
		Final Objectives		40
		Report Analysis		50
		Report Documentation		50
		Objectives:	<i>Should NOT exceed 25 pages</i>	
		Objective & Tasks		
		Evaluation & Analysis		
		Evidence		
		Reflection Paper	<i>4-5 pages</i>	50
		Writing Skills		50
	4/7/18	Class	<i>Turn in Final Report</i>	