

OAKLAND UNIVERSITY
Department of Organizational Leadership
Human Resources Development Program
Required Application for HRD 4950 (499) Internship Course

Course Description

This course is designed as the culminating experience for students who are enrolled in HRD. It is to provide the opportunity to apply human resource theory and practice in an actual supervised work setting. Students are provided these experiences in various settings including:

Community human service agencies, schools, government, and business or industry.

Course Goals

1. To carry out responsibilities of a regular entry level employee in a position that requires a bachelor's degree.
2. Apply theory and skills learned through academic course work, in a direct work setting with employers, employees and/or clients either individually or in groups.

Prerequisites

1. Full admission to HRD Major Standing
2. Complete a minimum of 100 credits
3. An overall Oakland University Grade Point Average of 2.50 or higher
4. Complete **all** the following courses with a minimum grade of 2.8 in each:

HRD Core Courses

HRD 3410 (303)	HRD 3100 (306)	HRD 3700 (309)	HRD 3300 (310)
HRD 3420 (324)	HRD 3210 (363)	HRD 3530 (367)	HRD 3430 (372)

Focus Area Courses

HRD 3440 (320)	HRD 3520 (364)	HRD 4200 (401)	HRD 4300 (423)
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5. Approved application by HRD Academic Adviser **AND** HRD Internship Coordinator

The application form must be submitted to the Internship Office, 470H Pawley Hall by the following dates:

If you will be serving your internship in the:	You will need to submit your application by:
Fall semester	June 15
Winter semester	October 15
Summer semester	February 15

NOTE – NO APPLICATIONS WILL BE ACCEPTED AFTER THESE DATES

Class Seminars

Attend the **Mandatory Internship Seminar** held 6-7 weeks before the beginning of the semester.

Attend the first HRD 4950 (499) class meeting as scheduled in the Schedule of Classes.

Attend three – four classes to be arranged by the internship instructor.

One, three-way, on-site meeting to include the student, the work site supervisor and the internship instructor or his/her designated representative. This site visit will be conducted during the first month at the internship site.

Steps to follow in arranging for Internship

1. Visit the **Internship Office in Room 470H Pawley Hall** or call the Internship Coordinator Mike Maslyn at 248-370-3063 (maslyn@oakland.edu) for assistance.
2. It is suggested that you begin the internship search at least **two to three months** in advance of the semester you will be serving in an internship.

Registering for your internship

You will not be able to register for HRD 4950 until your application has been approved. When it has been approved you will need an override to register. Once an override is in place, you will be notified by your advisor that you may register. You must register for 8 credits either on campus or at the Macomb University Center. Applications are available on line or in the Internship Office, 470H Pawley Hall. Return the completed application to the Internship Office.

Please note: Students may only take two additional courses with their internship and cannot take HRD 4300 at the same time as your Internship.

If you have any questions, you may call: 248-370-3063.

**Oakland University
Department of Organizational Leadership
Human Resources Development Program**

For Office Use O

G.P.A. _____

Crs. Com _____ Ip. _____

HRD crs. Com _____

HRD crs. IP _____

Adm. to Major _____

Adv. Approval _____

HRD 4950 (499) Internship Application

PLEASE PRINT CLEARLY!!!

**Completed Application must be submitted to the Internship Office – 470H Pawley Hall
before the following dates:**

If you will be serving your internship in the:

You will need to submit your application by:

Fall semester

June 15

Winter semester

October 15

Summer semester

February 15

NO APPLICATIONS WILL BE ACCEPTED AFTER THESE DATES:

Name _____ Student # _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Oakland U. email address _____

Semester applying for: Fall _____ Winter _____ Summer _____

Have you applied for major standing? _____

Have you completed 100 credits? _____

Do you have an overall G.P.A. or 2.50? _____

Check the courses you have completed:

HRD Core Courses

HRD 3410 (303) _____ HRD 3100(306) _____ HRD 3700 (309) _____ HRD 3300 (310) _____

HRD 3420 (324) _____ HRD 3210 (363) _____ HRD 3530 (367) _____ HRD 3430 (372) _____

HRD Focus Area Courses

HRD 3440 (320) _____ HRD 3520 (364) _____ HRD 4200 (401) _____ HRD 4300 (423) _____

**PLEASE NOTE: A minimum, cumulative GPA of 2.50 is required for graduation with an
HRD major.**

**Please note: Students may only take two additional courses with their internship and
cannot take HRD 4300 at the same time as the Internship.**