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)

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 online 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.
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.