

HUMAN RESOURCES INTERNSHIP APPROVAL FORM (HURE 6986)



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Graduate School of Management

Only graduate Human Resources students admitted to the Marquette University Graduate School of Management (GSM) may enroll in Human Resources Internship Study (HURE 6986) courses in the GSM programs. Permission to register for a 6986 course must be obtained from the Graduate School of Management and the GSM program offering the course. If approved, this course may fulfill a human resources elective requirement.

INSTRUCTIONS FOR THE STUDENT:

After completing this form and obtaining the signatures of the **instructor** and the **Program Director representing your degree**, forward the form to the GSM Office. Once approved, the Graduate School of Management will forward a permission number to the student. The student must register via CheckMarq for the course.

STUDENT INFORMATION. *Fill out this form on your computer before pressing the Print Form button below.*

Name _____

Address Last _____ First _____ Middle _____

Street _____ City _____ State _____ Zip Code _____

MUID _____ Email _____ @marquette.edu

Phone _____

INTERNSHIP STUDY COURSE INFORMATION.

Credit Hours _____ Term _____ Session _____ Year _____

*Fall, Spring,
or Summer*

Start date _____ End date of Internship _____

Internship Site _____ (Company Name)

Internship Hours worked/week _____ Total hours for internship (anticipated) _____

Internship Supervisor _____

Department Use

Instructor Name _____ Instructor MUID _____

Signature of Instructor _____ Date _____

Signature of Dept. Chair/ Director _____ Date _____

This course applies toward an elective degree requirement: Yes No

For GSM Use

GSM approval _____ Date _____

Permission #: _____ Date emailed to student: _____

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MSHR Internship Outline Form

To qualify, MSHR graduate students must be in good academic standing (minimum of 3.000 grade point average; and not on academic probation) and have completed at least 16 hours of graduate business course work which applies to the MSHR degree requirement. A maximum of 3 credits of Internship Study is permitted.

All approved Internships must have an approved academic component equivalent to the number of credits for the Internship.

Last Name _____ First Name _____ MUID _____

Requirements

- 1) One must be a full-time MSHR student to enroll in a MSHR part-time internship.
- 2) The MSHR internship is variable credit (1, 2 or 3 credits).
 - a) A one credit internship requires at least 100 hours of HR work, plus an 8-10 page double spaced research paper addressing an agreed upon HR topic.
 - b) A two credit internship requires at least 200 hours of HR work, plus an 18-20 page double spaced research paper addressing an agreed upon HR topic.
 - c) A three credit internship requires at least 300 hours of HR work, plus a 28-30 page double spaced research paper addressing an agreed upon HR topic.
- 3) All internships (1, 2, or 3 credits) require a 15-20 minute presentation to a HURE class selected by the internship supervisor. The presentation will:
 - a) describe the job responsibilities performed
 - b) assess the degree to which job practices experienced in the internship were aligned with HR principles taught in HR courses
 - c) report the student's perceptions of benefits derived from the HR internship.
- 4) The student must maintain a weekly log of hours worked which is forwarded to the internship supervisor at 4 week intervals. The log of hours must be verified (signed) by the student's supervisor at the place of employment.
- 5) All requirements for an internship must be completed during the semester in which a student earns academic credit.

Grading - Internships are graded on the A-F grading scale based on the parameters below:

- 1) Completion of the Internship is a prerequisite for the remaining items.
- 2) Grades will be assigned based upon the quality of work performed in items 2 through 5 above. Research presentation and written report are given more weight than the weekly log.
- 3) Final log needs to be completed shortly after the internship is finished. The papers and presentation will be done later in the semester. All work must be completed prior to the end of the semester of the internship. Work directly with your instructor regarding deadlines.

For further information about the HR Internship Program, contact: Dr. Tim Keaveny, Straz Hall rm 377, phone 414-288-3643, email - tim.keaveny@marquette.edu.

Required Approvals/Signatures:

Student _____ Faculty _____

Department Chair/Director _____ GSM Office _____