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 303    HRD 306    HRD 309    HRD 310
   HRD 324    HRD 363    HRD 367    HRD 372

   Focus Area Courses

   HRD 320    HRD 364    HRD 401    HRD 423

5. Approved application by HRD Academic Adviser AND HRD Internship Coordinator

The application form must be submitted to the Internship Office, 430A 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 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 430A Pawley Hall or call the Internship Coordinator at 248-370-3063 (repp@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 HRD499 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, 430A Pawley Hall. Return the completed application to the Internship Office.

Please note: Students may only take two additional courses with their internship.

If you have any questions, you may call: 248-370-3063.
HRD 499 Internship Application

Completed Application must be submitted to the Internship Office – 430A 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 303 _____ HRD 306 _____ HRD 309 _____ HRD 310 _____
HRD 324 _____ HRD 363 _____ HRD 367 _____ HRD 372 _____

HRD Focus Area Courses

HRD 320 _____ HRD 364 _____ HRD 401 _____ HRD 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.