



HASLAM
COLLEGE OF BUSINESS

THE UNIVERSITY OF TENNESSEE, KNOXVILLE

**Internship and Career
Development**

**Internship Guidelines and Learning
Agreement**

HRM 492 and MGT 492

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Introduction

Welcome to Human Resource Management 492.

The internship experience provides time to apply the classroom knowledge in the real world. The internship comes at a time when the student is completing his/her last classes and ready to make a career decision.

There are a variety of internship experiences available. The department works hard to provide the best site available to match student needs with corporate needs. Good luck in your internship.

Program Director



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HRM 492 Internship Guidelines

Purpose

The internship provides an opportunity to integrate and apply the knowledge obtained and skill-based competencies in the classroom. Experience through the internship assists the student in making a career decision. The internship is the capstone course bridging the gap between the classroom and the corporate world.

Obtaining an Internship

The intern coordinator in HRM locates internships, unless the student has obtained an approved site. Students are made aware of the process through:

1. Advising
2. Contact with the intern coordinator
3. Intern Fair (February-each year), Career Services
4. UT SHRM brochure

Course Requirements

1. The intern must be a senior in good departmental standing and have a **2.7 GPA**
2. Students must meet with the coordinator to establish the communication process and locate a site before the internship begins.
3. Interns will interview for potential sites given by the coordinator.
4. The coordinator will make approval for internships.
5. Interns are required to attend a weekly class session on career development and the latest trends in HRM.
6. An Internship Participation Agreement, Assumption of Risk, and Release, will be completed by the intern giving relevant data and departmental requirements concerning the internship experience.
7. Interns must purchase student professional liability insurance with cover ages and limits as required by the University and/or the internship facility.
8. An intern will work 50 hours for each semester hour credit. Contracts will be from 3-6 hours depending on experience needed and length of internship (1-2 semesters).
9. If a problem arises at the intern site, the student must contact the coordinator before taking any kind of action. If a student

quits without the coordinator's approval or is fired, the result can be no credit for the internship. Unless in the case of an emergency or other need for immediate action.

10. An intern may not continue in the normal duties of the job where he/she is working presently. Consideration will be given to requests to stay at the job site with new and different duties relating to training and/or human resource management.
11. Interns should contact Dr. Debbie Mackey at the address provided above if they encounter any issues at the internship facility. In the event of a situation involving sexual harassment at the internship facility, interns also may contact Jenny Richter, Title IX Coordinator for the University.
12. Each intern should handle himself or herself as a professional. This is a representation of the university and any project started should be completed even if the intern has fulfilled the hours.
13. The intern will bring his/her supervisor to the breakfast to say "thank you," for being part of the program.

Evaluation

1. The intern's supervisor will complete an evaluation.
2. The student will complete a project with directions given by the coordinator and supervisor. The project can be an actual training manual created by the student. If the student is working in the human resource area, the project will be in report form including: organization of the HR department, his/her role during the internship, how this relates to his/her career goal and overall review of the internship. The project format will be completed as outlined on the intern online course site. This project will be a power point presentation.
3. Students will be given a grade based on:
 - a. Work Performance
 - b. Evaluation form
 - c. Class attendance and participation
 - d. Intern project
4. The following documents are required during the intern semester:
 - a. Internship Participation Agreement, Assumption of Risk, and Release signed
 - b. Objectives
 - c. Evaluation
 - d. Project:
 - e. Training sessions.
 - f. Training implementation.
 - g. Human resource roles and functions.
 - h. Benefits of the Internship.

Internship Learning Agreement, Assumption of Risk, and Release

Name: _____

Phone: _____

Email _____

Intern Site _____

Address _____

Supervisor _____

Supervisor's Phone _____

I understand that I must comply with all terms and satisfy all requirements of the Management 492 and Human Resource Management 492 and 592 Internship Guidelines in order to receive credit for the internship, including but not limited to the following: I understand that I must accomplish the stated minimum number of hours within the stated dates at the indicated internship site; I must perform satisfactorily in the opinion of my internship supervisor; and I must present all report materials in the format and at the quality level required. By my signature below, I acknowledge that I have read and agree to the above listed conditions and I understand that I must satisfy the internship requirement listed in this document.

I understand and acknowledge that there may be significant risks associated with my participation in the internship. I also understand that The University of Tennessee has not undertaken to evaluate the specific risks or safety concerns of any particular internship location or facility. In consideration of being permitted to participate in the internship and The University of Tennessee's financial or other support of the internship, any credit to be earned as a result of my participation, if any, and because I am voluntarily participating in the internship, I acknowledge and agree that I assume all risks associated with participating in the internship and agree to the terms set out in this Internship Participation Agreement. Further, I release The University of Tennessee, and its trustees, officers, and employees, from all claims, including negligence, that may arise from my participation in the internship, whether foreseen or unforeseen, known or unknown, and I assume full responsibility for any injuries, damages, or losses that may arise out of my participation in the internship, up to and including my death.

Participant must also agree to the FERPA release below

In addition to the agreement set forth above, I acknowledge that I have certain privacy rights as student of The University of Tennessee under the Family Educational Rights and Privacy Act found at 20 U.S.C. § 1232g ("FERPA"). In accordance with FERPA, by signing below, I consent to the release of my education records maintained by The University of Tennessee to the internship facility and the release of my education records (if any) maintained at the internship facility to The University of Tennessee, which are necessary for or relevant to my participation in this internship, in The University of Tennessee's sole discretion. Additionally, I give my consent for The University of Tennessee to discuss these education records and matters related thereto with the internship facility.

Intern _____

Date _____

Parent/Guardian (if under 18)

Date _____

By my signature below, I acknowledge the above student has been selected for this internship and I will adhere to the criteria set forth in these guide lines.

Supervisor _____

Date _____

By my signature below, I acknowledge the above student has met the necessary educational requirements and is prepared for this internship.

Coordinator _____

Date _____

Internship Overview

Objectives of the Internship

1.

2.

3.

Procedures to meet objectives

1.

2.

3.

Evaluation Strategies

1.

2.

Guidelines for the Intern Supervisor in Human Resource Management

Thank you so much for being a part of our internship program. These guidelines are to answer questions you may have about the student and HRM. The student has instructions and you will also be given a copy of the student's guidelines.

1. Meet with the intern coordinator to discuss and answer questions about the internship program. Students and supervisors should begin outlining the details of the internship experience.
2. The internship program should provide the student with experiences in human resources and/or training. The student should be able to apply the classroom knowledge obtained through the HRM program.
3. The student can obtain university credit for the internship for the satisfactory completion of 50 hours worked.
4. An Internship Participation Agreement, Assumption of Risk, and Release are provided in the student's guidelines for the intern coordinator, site supervisor, student academics advisor, and the student to sign.
5. Objectives and procedures to meet these objectives should be prepared in writing by the student with assistance provided by the intern supervisor, and student's academic advisor. Evaluation criteria for the internship will also be detailed in writing.
6. The student turns in a final project and evaluation at the end of the internship. This evaluation will be completed by the advisor and is attached to these guidelines.
7. Examples of other intern experiences provided by companies are attached on the following pages.
8. Approximately half-way through the internship experience, upon the conclusion of this visit, the intern coordinator will provide to the student a written evaluation of their mid-term progress. Interns will be notified of their strengths and weaknesses in progressing towards their original internship objectives.
9. If you have questions or concerns, please contact Dr. Mackey (974-7014) at any point during the internship.

10. A student is required to satisfactorily complete one semester of internship hours. On some occasions, internships lead to full-time jobs or into two-semester internships. However, the ultimate goal of every internship experience is to expose students to opportunities that allow them to integrate their learning in the academic classroom with learning opportunities in the classroom of the “real world.”
11. Students who do not satisfactorily complete their internship experience will not receive academic credit for the experience.

Employer Evaluation of Intern

Intern: _____

Company: _____

Supervisor: _____

Department: _____

Please evaluate the intern's performance and fill out the evaluation forms below.

Part I

Please comment on the intern's most effective work attributes and areas you believe may need improvement in this part of the evaluation

Strengths:

Opportunities for Improvement:

Other Comments:

Part II

Please use the following scale and circle the appropriate rating in evaluating the intern's performance in this part of the evaluation:

Rating Scale
1= strongly disagree
2= disagree
3= neither agree nor disagree
4= agree
5= strongly agree

Organization and planning skills displayed by intern

Organizes and plans tasks in a timely manner	1	2	3	4	5
Organizes and plans tasks in a thorough and efficient manner	1	2	3	4	5
Initiates job tasks independently without prompting from the supervisor	1	2	3	4	5

Human relation skills displayed by intern

Cooperates and demonstrates patience with others	1	2	3	4	5
Asserts himself/herself when the situation requires it	1	2	3	4	5
Displays tact with others	1	2	3	4	5
Demonstrates ethical behavior	1	2	3	4	5
Demonstrates open-mindedness	1	2	3	4	5

Communication skills: verbal/listening/written displayed by intern

Uses articulate verbal skills	1	2	3	4	5
Uses attentive listening skills	1	2	3	4	5
Uses concise and effective written skills with correct grammar	1	2	3	4	5

Learning and adapting skills displayed by intern

Is observant and quickly learns tasks	1	2	3	4	5
Uses resourcefulness to learn and adapt to work	1	2	3	4	5

Demonstrates flexibility in learning and adapting to new tasks as well as working with others	1	2	3	4	5
Is methodological in learning new tasks	1	2	3	4	5
Continually seeks to improve his/her skills and knowledge	1	2	3	4	5

Problem solving skills displayed by intern

Uses analytical skills to solve problems	1	2	3	4	5
Uses innovative methods to solve problems	1	2	3	4	5
Demonstrates competency in solving problems	1	2	3	4	5

Leadership qualities displayed by intern

Uses perceptive skills to understand situations	1	2	3	4	5
Appears independent, motivated and confident	1	2	3	4	5
Work performance is dependable	1	2	3	4	5
Acts as a team player	1	2	3	4	5
Demonstrates a well-rounded knowledge base of human resource management subjects	1	2	3	4	5

Supervisor Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____