Instructor: Karen M. Ross, MBA, SPHR  
Office: N/A  
Email: hrmanswers@msn.com (best method for communication)  
Office Hrs: By Appointment and prior to or following class

Textbook(s)  This text is recommended, not required

*Human Resource Management, 12th Edition*  
(Human Resource Management (with InfoTrac) (Hardcover))  
by Robert L. Mathis, John H. Jackson

Course Description

565/493. Internship in Organizational Behavior and Human Resources.  
Students will work in and be assigned to an organization where they will work on Human Resource related projects under the direction of a faculty supervisor. Faculty provides oversight of individual field experience with classroom debriefings and follow-up.

The course will be based:

- Experiential learning techniques (application) – work with an organization
- Classroom discussion and presentation
- Research and case study (texts and on-site projects)

The primary purpose is to increase your experiential learning and provide a setting in which any student can integrate theory with real work experiences.

You will be encouraged to work with your classmates and colleagues in team situations, visit/research best practices.

Semester Design

The course schedule will be followed as closely as possible. However, the instructor, in consultation with the students, may alter the schedule during the semester if further attention is desired for any particular subject.
Special Note:

If you are a qualified person with disabilities who might need appropriate academic adjustments, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs in a timely manner. Frequently, we will need to coordinate accommodating activities with other offices on campus. Course materials can be made available in alternative formats.

Grading Scale

To be discussed in the first class period. Essentially, completing the Internship Requirements below would result in a letter grade of A; anything less than that would result in a letter grade less than A. Exceptional work or additional project achievements may result in an A+.

Internship Requirements:

- 160 Hours worked during semester
- Internship may be a paid or unpaid position
- Credit for past work cannot be applied
- Current intern role must be ‘designated’ as such vs. part of current position
- Payroll records must be provided to instructor as proof of hours worked or other means
- Students will prepare resume & provide to instructor
- Diary of activities will be kept as part of overall work file

493/565-SCHEDULE AND ASSIGNMENTS
Wednesdays January 18th + May 2nd, 2011
4:00pm ASM 2141

*Class will meet the first Wednesday of the semester and on an ‘as needed’ basis thereafter with weekly & monthly check ins by the instructor. These may be done via email or in person. Flexibility on the part of the instructor will be provided to help you be successful!

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<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
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<tbody>
<tr>
<td>1/18</td>
<td>Welcome! Introduction(s); Course Objectives</td>
<td>Not Applicable Student Objectives (Commitment)</td>
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Enjoy! Spring Break March 13 – 20 (No classes)

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<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
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<tr>
<td>5/2</td>
<td>Final class Session</td>
<td>ICES &amp; Final Folder Due</td>
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