Petition and Authorization for Internship

Date: ________________

Student’s Name: ___________________________________________ requests permission to register in course IR 7600 for ______________ hour(s) of credit to be earned though an internship for the term ending _______ 20_______. The internship is to be completed by ___________ 20__________. Credit hours already earned in this course ______________.

Description of Internship: Discuss with the Human Resources Director (or Similar official) of the employing organization the nature, scope and significance of the internship. This job description must be submitted to the MAELR Director with name, address and telephone number of the organization’s contact person (and the Intern’s immediate supervision, if these are not the same individual).

☐ I approve the internship; the work will be done under my supervision.

Supervisor’s Signature: __________________________ Date: ________________

☐ MAELR Director’s Approval: ________________ Date: ________________

Note: It is the student’s responsibility to submit this form and the job description to the MAELR Director in care of: Linda J. Johnson @ 313.577.0175 or ab1232@wayne.edu
INFORMATION AND GUIDELINES FOR MAELR INTERNSHIPS

Purpose of the MAELR Internship:
The purpose of an internship is to provide a student the opportunity to gain valuable hands-on organizational experience. The internship opportunity must entail job functions and responsibilities related to either human resource management or union-management relations, or a combination of these areas.

Students must submit three letters of recommendation which assess his or her performance on a job. Letters of recommendation are to be submitted with the job description.

To earn course credit for an internship, a MAELR student is required to follow a six-step process.

1. Prepare and submit to the MAELR Director a job Description.
2. The student will meet the Assistant Director of the MAELR program to process the “Approval to Schedule” form. The job description must be submitted to the MAELR Office before the “Approval of Schedule” form will be signed. No more than a total of three (3) credits may be earned through internships. No more than three (3) credit hours may be earned in any one semester. One hundred twenty (120) hours of internship work is required to earn one course credit.
3. Perform Internship according to the written job description.
5. Submit a Paper to the MAELR Director.
6. Submit a copy of a Final Project.

Job Description
The student is required to prepare and submit to the MAELR Director a written job description of the internship with the employing organization. Ideally, this job description will be developed not only
through negotiations and consultations between the student and Human Resources Director (or similar official) of the employing organization, but also participation of the individual to whom the student will report.

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Academic Credit and Grading Criteria:
Students have the option of taking an internship for academic credit, between one and three hours, or for no academic credit will receive a letter grad upon completion of the internship. Criteria and weight used to evaluate the internship depends on the number of credit hours the student seeks to earn. See criteria and weights below:

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<thead>
<tr>
<th>Criteria</th>
<th>1 to 2 credit hours</th>
<th>3 credit hours</th>
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<tbody>
<tr>
<td>Supervisor Evaluation</td>
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<tr>
<td>Student Assessment</td>
<td>.50</td>
<td>.50</td>
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<tr>
<td>Student Project</td>
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<td>.25</td>
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<td>1.00</td>
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Supervisor Evaluation
The student is required to secure from his or her supervisor a letter evaluating the student’s performance during the internship. This letter must be submitted by the intern’s immediate supervisor, and should be mailed directly to the MAELR Director in care of Linda J. Johnson

Student Assessment and Description
The student is required to write a typed paper describing and analyzing the internship experience and highlighting what was learned. The length of the paper will be determined by the number of credits the student seeks to earn. The following may be used as a rough minimal guideline:

- 1 credit : 8-10 pages
- 2 credits: 15-20 pages
- 3 credits: 20-40 pages (Project required. See below)

Student Project
Students who have an interest in earning 3 credit hours must complete and submit to the MAELR director an extensive, pre-
approved project. A project is a body of work developed or updated by the student during the internship. For example, a project may consist of developing a company’s human resources manual, updating an organization’s affirmative action polices, or evaluating employee satisfaction.