

Human Resources Internship Program
W. P. Carey School of Business
A subset of MGT 484

Human Resources Internship Applicant Requirements:

- Human resources major with junior or senior-level status
- Must have completed MGT 300 and MGT 420 (or equivalents) prior to beginning the internship experience
- Must demonstrate a strong commitment to exploring a career in human resource management
- Must have a 2.75 GPA overall

Application Process:

Students must provide a recommendation letter written by a W. P. Carey School of Business faculty member.

Internships require a contract between the student and the sponsoring organization, which identifies the goals and deliverables of the internship.

A comprehensive job description, including duties and time allocations, prepared by the company internship supervisor at the job location will be necessary to qualify the position.

The intern's immediate supervisor will develop a training plan for the position and agree to the timely evaluation of the intern.

Students must meet with the faculty internship coordinator to review and approve the internship prior to the start of the internship semester.

Students should enroll in MGT 484 for three hours of credit.

Internship Process and Evaluation:

The internship experience normally consists of a minimum of 120 hours, preferably spread over 10 to 12 weeks during a regular semester.

During the semester, interns must schedule a mid-term conference with the faculty internship coordinator to review progress of the internship. This conference should occur during the eighth week of the intern semester, or the fourth week for summer internships.

Submit a Human Resources Internship Report to the faculty internship coordinator during the week of semester finals.

All interns will be evaluated by their job-site supervisor at the end of the internship experience, and this evaluation will be submitted to the faculty internship coordinator for inclusion into the overall grading process.

Note:

Internships will not be approved for students who are currently employed by or have been previously employed by the organization prior to submission of the internship request.

Generally, MGT 484 may be used as an upper-division elective. Consult your academic advisor to verify or if you have questions.

Internship applications will not be approved after the drop add date of the internship semester.

Benefits of Human Resources Internships:

Internships allow students the opportunity to develop relevant human resource experience and to explore possible future career interests in the field of HR. Students will gain a better understanding of a specific company and/or industry, which may provide insights into long-term career fit. Internships provide opportunities to network with HR professionals. Students receive valuable coaching and mentoring from their work supervisor and the faculty internship coordinator. Students gain valuable work experience, allowing them to highlight their accomplishments in a job interview, on their resume, or in a professional portfolio.