

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
HRM 291L INTERNSHIP EXPERIENCE
2 CREDIT HOURS

COURSE DESCRIPTION

Field experience that provides an opportunity for students to mesh theory and practice through supervised work experience in a human resource department. Experiences are discussed and integrated with academic work in weekly seminars. The student completes 224 hours of service at the cooperating organization and attends a weekly one-hour seminar on campus. Prerequisite: BUS 110S, minimum 3.0 GPA, minimum 9 credit hours in HRM, and instructor permission; co-requisite: HRM 291R.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
3	1. Practice job application and interviewing skills.	1
5	2. Integrate classroom learning with on-the-job experiences in a human resource department.	3,5,6,7,8,10
3	3. Practice working as a team member of the human resource department.	1,2,5,6,8
3	4. Demonstrate professional behavior, appearance, and attitude.	2,6,7
3	5. Employ confidentiality when working in the organization.	1,2,5,8
3	6. Demonstrate punctuality and self-discipline.	2
3	7. Complete tasks and projects assigned.	2,4,7
3	8. Demonstrate the knowledge of Federal and State of Ohio laws that impact Human Resources.	8
3	9. Demonstrate the ability to analyze problems and situations.	4,7,9,10
3	10. Practice working with others in a nondiscriminatory manner.	2,6,
3	11. Build a professional network of acquaintances to increase employment opportunities.	2,6,10

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Orientation, interview skills, resume development
2. Communication skills
3. Interpersonal skills/teamwork
4. Common challenges and concerns
5. Understanding your organization
6. The importance of knowing and using your resources
7. Professional concerns: quality, commitment and growth, issues and trends
8. Recognizing professional limitations and boundaries on the job
9. Ethical considerations
10. Interpreting the supervisor's written evaluations and the value of an honest self-evaluation