

Fall 2023

Dear LHR Major:

Quality internship experiences give students an advantage in the job market. Students may schedule an internship, preferably between the 6th and 7th semesters (including the summer session, before, between or after these semesters) in order to improve their job prospects while also enriching their classroom learning with a planned experience in the real world of employee relations, human resources, labor relations, or law. In this way, students can derive meaningful insights into possible career opportunities.

Internships may be obtained through the initiative of the student, or by pursuing one of the School's growing list of standing internships. The field assignments should represent productive tasks of importance to the host organization and reflect an active relationship with ER/HR/LR/LAW or Leadership functions, including the opportunity to become acquainted with the total organization effort. Upon completion of the internship, the student will be required to prepare a written critical analysis (not merely a description) of the field experience in terms of the course learning objectives and overall experiences. Thus, it is important that the internship tasks reflect meaningful professional responsibilities wherever possible.

If you are interested in securing a credit internship, the first step is to read over the **Rules and Procedures for Internships** and contact me so I can answer any of your questions. You may also want to review the Sample Learning Objectives, attached. Students should note that the College of the Liberal Arts may have enrichment funds available to support the cost of an unpaid internship. You can apply for funding support at <https://la.psu.edu/current-students/undergraduate-students/scholarships-and-funding/enrichment-funding>. Looking forward to hearing from you.

Cordially,

Dr. Mark D. Gough

Check list for students:

- ___ Register for LER 495 by emailing completed pages 7-10 (along with your supervisor) to mdg228@psu.edu
- ___ Submit of final paper (50 points)
- ___ Submit picture and 1 paragraph description of duties (indicate whether you consent to post) (5 points)
- ___ Connect on LinkedIn with at least 5 relevant employees, provide a screen shot of your connections along with a brief explanation as to how they might be helpful to you in your career. (5 points)
- ___ Supervisor's Evaluation Form submitted directly to Professor Mark Gough (mdg228@psu.edu) (40 points)

All of these items must be submitted in order to receive a passing grade for LA 495

Rules and Procedures for LA 495 Internships

School of Labor and Employment Relations
The Pennsylvania State University

Internships are intended to broaden a student's academic experience by having them work and gain skills in a practical setting where the course content of their major is applied. Internships are not a substitute for classroom experiences. Students should not take an internship thinking they will automatically receive a "good" or "passing" grade. The following rules and procedures set the requirements for all internships.

Students must have a GPA of 2.0 or better to be approved for an internship.

- Formal approval by the Internship Director/Coordinator is required **prior** to registering for an internship for credit **and will only be granted after a personal advising session between the student and the Internship Director/Coordinator. Students who begin actual internship work without meeting the above requirement may not be allowed to receive credit for an internship.** Students may not register for internship credits past the mid-point of the semester to maintain the integrity of the internship as an academic experience with associated assignments.

Students can earn a maximum of 6 variable credits (but only 3 count toward the major), according to the following scale:

<u>Semester Credits</u>	<u>Minimum hours worked*</u>
6	270
3	135
2	90
1	45

**Students can work more than the minimum number of hours per week, if mutually agreed upon by the student and field supervisor.*

Forty percent (40%) of the final grade will depend upon the evaluation of the field supervisor and **(60%)** of the final grade will depend upon the student's paper, photo, paragraph, and business connections. **The field supervisor's evaluation must be conducted confidentially, sealed, and emailed or mailed directly to the Director/Coordinator of the internship.** Field supervisor evaluations submitted by students will not be accepted.

Generally, the paper is an opportunity for you to do two things. First, you should describe the work you did in the course of the internship. Second, you should reflect on what you saw and learned. In this regard, it is helpful to tie your observations and experiences to what you learned in your major coursework to date. For example: "In my coursework I learned about the importance of diversity in the workplace. The organization I worked in during my internship placed a high priority on diversity, they had a number of the kinds of initiatives suggested during my course on..." OR "While the organization I worked with did recognize the importance of diversity, there seemed to be a number of things they could have done to make their workplace more diverse,

such as...” The above is just one example. You should be able to address several issues from across your coursework in this way.

The internship paper will be evaluated as follows:

- Paper Structure (organization, grammar, syntax, etc.) 5 points
- Sources and research (variety, accuracy, etc.) 5 points
- Essence of the paper (Papers must be well-reasoned and go beyond mere descriptions or chronologies of internship activities, including critical analyses of specific learning objectives related to the work assignment and must include an introduction, a balanced description/analysis of each learning objective, and an overall assessment of the internship experience. There should be discussion how well the learning objectives were met during the internship and how they will be applied in the future work experience of the student upon graduation or in other internships.) 40 points

A faculty-approved statement of student objectives must be appended to the field Supervisor Acceptance form along with the signature page prior to registration for internship credit.

The length of the internship paper will vary depending on the number of credits the student is earning for the internship. The specific objectives and number of objectives will vary from internship to internship, but in general the number of objectives relates to the number of credits as follows:

<u>Credits</u>	<u>Number of objectives</u>	<u>Paper length</u>
6	3	20 pages
3	2	10 pages
2	1	5 pages
1	1	2 pages

Page length refers to double-spaced, typewritten pages, with one-inch margins all around, exclusive of title page and any reference appendices. **All internship papers are due on the final day of regular classes of the semester in which the student is doing the internship. No late papers will be accepted without prior permission. If an extension is needed for a legitimate reason, it is the student’s responsibility to apply for a deferred grade in accordance with University policies.**

The paper should be submitted electronically to Professor Mark Gough at mdg228@psu.edu. In addition, students should attach a digital photo (jpeg or tiff) of the student taken during the internship with their supervisor or the organization logo along with a brief 1 paragraph description of what they did on the internship. This is distinct from your paper and will be used to promote your accomplishments to other students and alumni on social media. Please indicate whether you agree or do not agree to have your photo and paragraph shared. The photo and paragraph will be uploaded to the School’s Facebook Fan Page. Examples of internship pictures can be found at: <https://www.facebook.com/PennStateLER/>

Grading Scale

GRADE	PERCENT/POINTS
A	95-100
A-	90-94.9
B+	88-89.9
B	82-87.9
B-	80-81.9
C+	78-79.9
C	70-77.9
D	60-69.9
F	0-59.9

Sample Learning Objectives

To learn how the tactics and attitudes of the newly organized union will affect the behavior of management and vice versa.

To analyze how agency policies deal with workplace grievances and disciplinary issues. Are these methods successful? Are there alternatives that may be more beneficial?

To learn how organizations research information regarding what may or may not be included on an employment application, and how final decisions are made regarding its design and distribution.

To explore the many ways in which organizations obtain resumes/applications to fulfill vacant positions. To determine the best approach to use for different levels of positions and the costs associated with each.

To gain experience related to conducting job interviews. Are standard procedures followed? Are all candidates at different levels asked the same questions? What methods are used to rate different performances?

To learn the main function of the Human Resource specialist's job in this organization, including how to make legal reductions in force, apply family and medical leave, and process disciplinary actions.

To learn the various procedures that a union goes through to prepare for contract negotiations, including necessary analysis, research, and strategic preparations. What is the relative importance of each in achieving success?

To understand the process of grievance administration from the union perspective, including the initial handling, the negotiation approaches at various levels, and the roles of the various personnel involved. Is this process effective in terms of resolving the conflict? Why or why not?

Statement of Learning Objectives

This page must be included with the signed Internship Signature form to register.

6 credits = 3 learning objectives

3 credits = 2 learning objectives

1 credit= 1 learning objective

1.

2.

3.

Internship Signature Form
 School of Labor and Employment Relations
 The Pennsylvania State University

This portion to be completed by the student intern

I have read and understand the Rules and Procedures for an internship for credit. No registration will be allowed for without the signatures below.

Student name (please Print)	PSU ID#	LER BS or BA Major (circle one)
-----------------------------	---------	---------------------------------

Phone number(s)	e-mail
-----------------	--------

Student signature	Date
-------------------	------

How many credits are you requesting for this internship (i.e. 1, 3, and 6) _____
(Please note, when we enroll you for internship credits, they will be factored into your tuition bill. Check the tuition calculator <http://tuition.psu.edu/CostEstimate.aspx> for cost)

Are you a World Campus or a University Park (resident) student? _____

How did you obtain your internship (i.e. Internet, dept. posting, LinkedIn, contact)? ____ Contact _____

Are you being paid for this internship? YES NO

If yes, how much are you earning per hour? _____

LA 495 Internship Field Supervisor's Acceptance Form

School of Labor and Employment Relations
The Pennsylvania State University

This portion to be completed by the student intern

Student name (please print)

PSU ID#

Address

Phone number(s)

Fax number

e-mail

This portion to be completed by the field supervisor

Field Supervisor's name (please print)

Title

Organization

Address

Phone number(s)

Fax number

e-mail

Responsibilities of the Field Supervisor:

1. Serve as a mentor to the intern.
2. Explain the broader aspects and functions of your company/organization to the intern.
3. Answer questions and resolve issues of concern pertaining to the internship.
4. Provide appropriate extra learning opportunities.
5. Discuss and make suggestions for research projects as appropriate.
6. Upon completion of internship, evaluate performance of intern confidentially and **submit the evaluation by email/fax directly to Professor Mark Gough at mdg228@psu.edu**

This portion to be completed by the field supervisor

Preliminary plan of work and responsibilities of student intern:

Work schedule of student intern:

I agree to accept the above-named student as an intern in my organization

Field Supervisor's signature

Date

Please return the completed, signed acceptance form to the student intern, who will then forward it to the Director/Coordinator of Internships. Thank you.

Upon completion of the internship, the site supervisor completes this form CONFIDENTIALLY and returns it to the following address (do not give to the student):

Mark Gough (mdg228@psu.edu)
Associate Professor or Labor and Employment Relations

Field Supervisor' Evaluation Form

(To be filled at the end of the internship)

Student Intern: _____

Student ID#: _____

Beginning and ending dates of internship: _____

Average number hours worked per week: _____

List duties actually performed:

Please rate the student's performance on the following categories by checking the most appropriate box for each category:

	Rating Scale				
	1	2	3	4	5
	Very Poor				Very Good
Interpersonal relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoken English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical thought	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other aspects (write in)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please make any additional comments that you think would be useful in helping evaluate this student's internship performance.

Supervisor's Signature: _____

Date: _____

Organization: _____

Address: _____

Telephone #: () _____ E-mail: _____

Would you be interested in hiring another intern from our students at Penn State? YES NO

We welcome your suggestions or comments to improve this experience for all stakeholders! (Please use the space below if you want to share more thoughts with us.) Thank you!!

To be completed internally by the internship coordinator (Professor Mark Gough):

I approve the above student for _____ in _____.
credits semester & year

Internship Director/Coordinator signature

Date