

### **PROCESS FOR ADDING HCM INTERNSHIP FOR CREDIT IN THE IVY COLLEGE OF BUSINESS:**

Students registering for HCM internship credit start in Business Career Services, 1320 Gerdin. To be eligible for HCM 3910 or HCM 3980, students must have completed one semester in the Ivy College of Business, and:

- completed at least 12 credit hours of HCM coursework
- have a cumulative HCM-specific GPA of 2.0 or better

Please keep in mind that students must sign up for credit in advance of the term. If internships are gained mid-term, eight weeks must be remaining in the term and internship in order to gain credit.

#### **HCM 3980 Enrollees:**

- 1) Student discusses intended experience and obtains electronic Learning Contract from HCM Career Coordinator in Business Career Services, 1320 Gerdin Business Building, [bcs@iastate.edu](mailto:bcs@iastate.edu). Coordinator will confirm student meets prerequisites.
- 2) Student submits the electronic Learning Contract with next routing to the internship employer to get a commitment and signature from the employer.
- 3) Form then routes to the HCM Program Director to ensure alignment of the proposed student experience with HCM curriculum and program goals.
- 4) Final routing is to the HCM Career Coordinator who will give signature and process course enrollment.
- 5) Following course enrollment, HCM Career Coordinator will ensure student and documentation are submitted to Canvas.
- 6) Student completes at least 120 hours of internship.
- 7) Student submits a portfolio of their tasks, experiences and sample projects into the Canvas course shell by the Monday of Finals Week at 5:00 pm. Assignment details can be found in the Canvas course shell.
- 8) Student delivers a 15-minute presentation sharing their internship/co-op experience with other HCM students and faculty. Details can be found in the Canvas course shell. The presentation should be arranged with the HCM Director in advance of the Monday of Finals Week, (S/F Only).
- 9) HCM Program Director grades student portfolio and presentation (S/F only) and reports the grade via AccessPlus at the end of the term.

#### **HCM 3910 Enrollees:**

- 1) Student discusses intended experience and obtains electronic Learning Contract from HCM Career Coordinator in Business Career Services, 1320 Gerdin Business Building, [bcs@iastate.edu](mailto:bcs@iastate.edu). The coordinator will confirm student meets the prerequisites.
- 2) Student submits the electronic Learning Contract with next routing to the internship employer to get a commitment and signature from the employer.
- 3) Form then routes to the HCM Program Director to ensure alignment of the proposed student experience with HCM curriculum and program goals.
- 4) Final routing is to the HCM Career Coordinator who will give signature and process course enrollment.
- 5) Following course enrollment, HCM Career Coordinator will ensure student and documentation are submitted to Canvas.
- 6) Student completes at least 120 hours of internship
- 7) Student submits a portfolio of their tasks, experiences and sample projects into the Canvas course shell by the Monday of Finals Week at 5:00 pm. Assignment details can be found in the Canvas course shell.
- 8) Student delivers a 15-minute presentation sharing their internship/co-op experience with other HCM students and faculty. Details can be found in the Canvas course shell. The presentation should be arranged with the HCM Director in advance of the Monday of Finals Week, (S/F Only)
- 9) HCM Program Director grades student portfolio and presentation (S/F only) and reports the grade via AccessPlus at the end of the term

**Last update:** September 2024