

Student SHRM Chapter Internship Program

The Briar Cliff University Student SHRM Chapter internship program is designed to assist chapter members in locating internships in private sector Human Resource Departments in the Siouxland area as well as in non-profit organizations. The Chapter accomplishes this through networking with the local Siouxland Professional Chapter of SHRM. Several student chapter members have joined the local professional chapter and have attended meetings to learn more about the field of human resources as well as to network with professionals and receive internships.

The SHRM students are also able to receive credit from the University for participating in the SHRM Chapter internship program.

INTERNSHIP PROGRAM

Briar Cliff University's Business Department has had a formal internship program for over 25 years. All students majoring in Human Resource Management, Business Administration, and Accounting are encouraged to have an internship experience.

Students also have the opportunity to pursue an internship through the Chicago Metropolitan Experience. Human Resource majors are an integral part of the internship program. The internship process for students majoring in Human Resource Management is to proceed with the following steps:

1. Interested student fills out application.
2. Student meets with the Human Resource Internship Coordinator to explore areas of interest. There are a number of established sites used for Human Resource internships, but the student may seek other options.
3. Student may choose from available sites such as the hospitals, banks, Gateway, Inc., Target, Bekins, Iams, Snap-on Tools, City of Sioux City, Tyson/IBP, Manpower, etc.
4. Student interviews with organization. If selected for the internship, the student enters into an agreement with the organization.

Student Responsibilities

1. Work 60 hours for one hour credit; work 180-200 hours for three hours credit; work 360-400 hours for six hours credit.
2. Student keeps daily journal of tasks performed.

3. Student reports to Internship Coordinator regularly to discuss opportunities and problems.
4. At conclusion of internship, the student writes a five-page paper relating work experience to course experience.

Employer/Supervisor Responsibilities

1. Employer/Supervisor will provide Internship Coordinator with a description of duties to be performed and responsibilities assumed by the intern during a stated period of time.
2. Employer/Supervisor will evaluate intern halfway through the internship, using a standardized form provided by the Internship Coordinator.
3. The Internship Coordinator will visit with the Employer/Supervisor to discuss the progress of the intern and contribution to the organization.
4. Employer/Supervisor will again evaluate the intern upon completion of the internship.

The internship grade will be based on the Employer/Supervisor evaluations, the internship log, and the five-page typed paper.

INTERNSHIP REQUIREMENTS

Students performing internships in Human Resource Management should:

1. Keep a daily/weekly journal of duties performed, including the time spent on each.
2. Be in communication with the site supervisor when any questions arise.
3. Be in contact with the internship director when questions arise.
4. Write a three to five page paper on how your college course work has helped you in the internship.
5. Have the site supervisor fill out an evaluation form provided by the internship director.
6. Review the completed evaluation with the internship director.

