Understanding the Master of Human Relations Degree Internship

What is the OU Master of Human Relations degree internship requirement?

An internship is a hands-on work experience that allows you to integrate the theory and research of the academic curriculum with your career interest. The internship is a time that allows you to utilize critical thinking skills, increase your self-awareness, evaluate personal values, and develop a professional identity.

The Master of Human Relations (MHR) degree requires six internship credit hours of all students. You may enroll in increments of 1 – 6 hours, but all six hours are required for degree completion. Each credit hour is equal to 75 hours of internship work, for a total of 450 required hours. The internship is graded satisfactory/unsatisfactory.

Where will I get the most worthwhile internship experience?

When considering your internship opportunities, you may want to take the following factors into account:

- Is this experience relevant to my goals?
  - The internship should be a stepping stone in your development and a tool for gathering experience.
- Where will I receive meaningful work?
  - Someone in the organization should care about the results of your internship work.
- Where will I receive project-related work?
  - An ideal internship will allow a student to complete an entire task, start to finish.
- Where will I be able to learn about the organization?
  - Your internship should allow you to learn about the organization in general, to meet many people in the organization including upper management, to learn about career paths, and to see as clearly as possible what it would be like to work full-time at an organization or in a specific field.

How does the internship process work?

The internship experience is designed to help you explore and pursue your career goals, but it does require a significant commitment of time. You may want to begin thinking about and planning your internship experience early on to help ensure that you are able to accrue the required number of hours.

First, identify an experience that is of interest to you. Contact that organization to identify opportunities and find an on-site supervisor. Review and complete the enrollment permission form and pages I-1 through I-6 of the internship packet as you set up your internship and define your learning objectives.

Keep track of your accrued hours on the internship documentation log (page I-9 of the internship packet). Consider in which term(s) you would like to enroll in the internship (see below for more information). Make sure that during that term you still have some involvement in your internship experience. Identify the enrollment window for that term.
Finalize enrollment permission form and pages I-1 through I-6 of the internship paperwork. Send them as one PDF attachment to Dr. Glenda Hufnagel at gahufnagel@ou.edu. The HR Department will review your internship packet submission. When your internship is approved, notification will be sent to the CCE Admissions office and your enrollment will be processed. Upon verification of enrollment, AP will notify you via your OU email account. The internship may not be dropped after enrollment. Charges for enrollment hours will be charged to the student’s bursar account. If you have not received notification of enrollment by 30 days past the enrollment due date, contact the HR department to verify receipt of your packet.

Use the deadlines listed in the internship packet and below to determine when to send your final report to the HR Department. Make sure to include your supervisor report.

When your entire packet has been received and reviewed by the Department of Human Relations, they will issue you a grade. Grades will be posted at the end of the semester. You will also receive notification of your grade by mail.

**What criteria must be met before I can enroll in my internship?**

- You must be admitted to the MHR program.
- You must have completed 12 credit hours in the program.
- You must have located an internship site and an on-site supervisor.
- You must have completed the enrollment permission form and pages I-1 through I-6 of the internship packet and have received your on-site supervisor’s initials on page 1-3 (#10) and signature on pages I-4 and I-6 of the packet.

**OU Enrollment Guidelines**

- Your internship must be paid in full at the time of enrollment.
- You may not drop an internship once enrolled.
- You must complete the internship experience during the term of your enrollment.

**Internship Deadlines**

<table>
<thead>
<tr>
<th>Term</th>
<th>Enrollment Begins</th>
<th>Enrollment Permission Form and Internship Packet pages I-1 through I-6 Due*</th>
<th>Final Report Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1</td>
<td>July 1</td>
<td>November 30</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1</td>
<td>November 1</td>
<td>April 1</td>
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<tr>
<td>Summer</td>
<td>March 1</td>
<td>March 1</td>
<td>July 29</td>
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*All reports must be received by the Department of Human Relations by these dates.

**Additional Tips to Help You with Accruing Hours**

You may begin counting and accruing internship experience hours after your internship packet has been approved. The start dates are January 2 for the spring semester, May 1 for the summer and September 1 for the fall. Make sure to record your hours on the “Internship Documentation Log” (Page I-9).
Uncertain of Your Proposed Idea?

If you are uncertain as to whether your proposed internship would be acceptable to the HR department, please email Glenda Hufnagel at gahunagel@ou.edu. If you need ideas for internship, consult with your local Site Director.

Using Multiple Internship Experiences

To give you added flexibility, you do not need to enroll in 6 hours of internship for just one internship experience.

If you choose to use more than one internship experience to meet the required number of internship hours, you will need to enroll multiple times and submit multiple and separate internship packets.

One Internship Experience, Multiple Enrollment Terms

You may choose to use one internship experience, but to break up your enrollment hours. (For example, you may enroll in 4 credit hours in the spring and 2 in the fall. This sometimes helps with financing.) During the first enrollment term, you will complete the internship objectives and final report. During the second enrollment term, resubmit your original internship proposal paperwork (by that term’s enrollment deadline), but update the internship dates and have your supervisor sign the papers again. Specify that you are continuing your previous internship experience in a short e-mail or letter to Glenda Hufnagel (gahufnagel@ou.edu). You will complete another final report for that enrollment term. Your supervisor will complete reports for both enrollment terms.

Where else can I find information about the HR Internship?

Online Information:

Advanced Programs Student Internship Guidelines & the Internship Packet are available through the Advanced Programs website at http://goou.ou.edu/index.html

Contacts:

- Your Local OU Site Director
- Department of Human Relations
- Dr. Glenda Hufnagel at gahufnagel@ou.edu

The MHR Internship: Step by Step

(Suggested Guidelines)

- Identify and choose an internship experience.
- Find an on-site supervisor.
- Set up the internship commitment. Complete the enrollment permission form and pages I-1 through I-6 of the internship packet to define your learning objectives and clarify the internship expectations between you and your supervisor.
- Keep track of your accrued hours on the internship documentation log. (Page I-9 of the internship packet)
- Choose a term for enrollment.
• By the semester deadline send your internship proposal, the enrollment permission form, and pages I-1 through I-6 as one PDF attachment to Dr. Hufnagel at gahufnagel@ou.edu
• When you have satisfied the internship prerequisites, your proposal will be reviewed.
• Visit your site director to pay for your internship during your term’s enrollment window. Advanced Programs will notify you when your internship proposal has been approved and your internship enrollment is finalized.
• Complete your final report and submit it to the HR Department by the required deadline. Make sure that your supervisor’s report and internship documentation log are included with your final report.
• Congratulations! You’re finished!