

Internship Checklist for Academic Credit

Meet with the SHRM Internship Coordinator

Discuss your intentions to earn academic credit for an internship and what options you have. You will discuss the following paperwork:

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| ✓ Intern Application | ✓ One-Page Outline |
| ✓ Affiliate Agreement | ✓ Objectives, Policies, and Procedures |
| ✓ Student Responsibility Statement | ✓ Minimum Requirements |
| ✓ Fieldwork Experience Agreement | ✓ Bb-Learn Class Component |

Complete the Internship Application form

- Your academic advisor will help you determine where the course will fit into your curriculum.

Discuss & Create a One-page Outline with your Employer

Have the minimum requirements and the outline template form available to help you. This one-page outline must include the following:

- Create a one-page outline of your internship duties that meet or exceed the minimum requirements for academic credit
- Printed on company letterhead & signed by your supervisor

Complete the Affiliate Agreement

- To be completed and signed by the company sponsoring the SHRM student intern.
- This document is an agreement between the sponsoring company, the student intern, the University and the SHRM Career Services Office.

Sign the Fieldwork Experience Agreement

- To be completed and signed by the student intern.
- This is an “understanding of consequences” for the student intern.

Sign the Student Responsibility Statement

- To be completed and signed by the student intern.
- This is an “acceptance of responsibilities” agreement for the student intern.

Submit all required paperwork for approval

Drop off or scan/email the following completed documents to Suzanne.Siler@nau.edu, Program Director for Internships, for final approval to earn academic credit for an internship.

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| ✓ SHRM Internship Application | ✓ Fieldwork Experience Agreement |
| ✓ Outline – Meets Minimum Requirements | ✓ Student Responsibility Statement |
| ✓ Affiliate Agreement | ✓ Offer Letter & Receipt of Deposit (Disney) |

Registration in the course

After all of the paperwork has been approved, you will be notified via email confirming your HA208 or HA408 enrollment for the semester and credit hours desired.

Fulfill the actual work experience of the internship guided by the company

Login to Bb Learn weekly

HA208 & HA408 classes are facilitated through the Bb Learn online learning platform. Weekly internet access is necessary to complete the course.

Complete the academic assignments by the corresponding due dates

Please see the Internship Course Pack & Syllabus to determine what assignments you are required to complete depending on the number of academic units for which you are enrolled.

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| ✓ Journal entries & summary paper | ✓ 2-Book readings w/ quizzes |
| ✓ Discussion topics | ✓ Mgmt interview w/ signed business card |
| ✓ Performance evaluation | ✓ Verification of total work hour |