

HRLR 493 Internship FAQs

- **What are the forms that I need to complete to be considered for HRLR 493?**

There are two forms that need to be submitted before your application will be reviewed:

- *HRLR 493 Internship in Human Resources & Labor Relations Application Form*
- *Supervisor Training Agreement*

These forms are all available online. After you complete your application, your supervisor will be forwarded the Supervisor Training Agreement. Follow up with your supervisor to make sure this form is completed.

- **Where can I get the forms?**

The application form can be found here: <https://tinyurl.com/a1sngtt3> (login using your MSU student email).

You can also access information regarding the HRLR 493 Internship in Human Resources & Labor Relations course here: <https://hrlr.msu.edu/degrees/undergraduate/internships.html>. If you need us to resend the supervisor training agreement form to your supervisor, email HRLR academic advisor Matt Hahnenberg at hahnenb2@msu.edu.

- **When can I enroll into HRLR 493? On Class Search, it shows that the HRLR 493 course is locked, and I can't enroll into the course. What should I do?**

After both forms have been submitted your completed application will be reviewed. You will hear back from HRLR Undergraduate Advisor Matt Hahnenberg within a week regarding your status. If your internship is approved, you will receive an email from us stating that you are approved and the School of HRLR will enroll you in HRLR 493.

- **Is there a GPA requirement?**

Yes, a 2.0 GPA minimum is required for the course. If you are below this GPA requirement, please contact HRLR advisor Matt Hahnenberg for steps moving forward.

- **What are the assignments that I need to complete for the course?**

All of the assignments are posted on D2L, which you will have access to after you are enrolled in the course. Most assignments ask you to reflect on your internship experience to determine the skills you have gained, the projects you have completed and the professional growth you have experienced. You and your internship supervisor will also need to provide evaluative feedback twice during the semester.

- **How many credits can I earn?**

You can earn 3 to 12 credits, depending on your major and available credits. You must discuss this with your academic advisor to ensure that you are earning the appropriate number of credits for this course.

- **How many hours do I have to work?**

The number of hours is based on how many credits you want to earn (3 credits = 9 hours per week for the full length of the semester, 15 weeks or 135 hours). To determine if your scheduled hours are sufficient, you take the **number of weeks** you will be working, times the **hours to be worked each week**, to calculate the total number of hours you will work. This total should be equivalent to (or more than) the **Total required hours** listed in the chart below.

Fall/Spring Required Hours

3 credits → $3 \times 3 \times 15 = 135$ Total Hours Required
4 credits → $4 \times 3 \times 15 = 180$ Total Hours Required
5 credits → $5 \times 3 \times 15 = 225$ Total Hours Required
6 credits → $6 \times 3 \times 15 = 270$ Total Hours Required
7 credits → $7 \times 3 \times 15 = 315$ Total Hours Required
8 credits → $8 \times 3 \times 15 = 360$ Total Hours Required
9 credits → $9 \times 3 \times 15 = 405$ Total Hours Required
10 credits → $10 \times 3 \times 15 = 450$ Total Hours Required
11 credits → $11 \times 3 \times 15 = 495$ Total Hours Required
12 credits → $12 \times 3 \times 15 = 540$ Total Hours Required

Summer Required Hours

3 credits → $3 \times 3 \times 14 = 126$ Total Hours Required
4 credits → $4 \times 3 \times 14 = 168$ Total Hours Required
5 credits → $5 \times 3 \times 14 = 210$ Total Hours Required
6 credits → $6 \times 3 \times 14 = 252$ Total Hours Required
7 credits → $7 \times 3 \times 14 = 294$ Total Hours Required
8 credits → $8 \times 3 \times 14 = 336$ Total Hours Required
9 credits → $9 \times 3 \times 14 = 378$ Total Hours Required
10 credits → $10 \times 3 \times 14 = 420$ Total Hours Required
11 credits → $11 \times 3 \times 14 = 462$ Total Hours Required
12 credits → $12 \times 3 \times 14 = 504$ Total Hours Required

- **What types of internships are approved for the course?**

Your internship should clearly relate to your academic and/or career goals. It should also help prepare you professionally for your future career. No internship can be approved for course credit until you and your supervisor have submitted the required forms for our department to review.

- **Can the internship be paid or unpaid?**

Yes. It can also be a stipend internship.

- **Is there a program fee or tuition cost for the course?**

There is no additional program fee to enroll into HRLR 493. You are responsible for the tuition for the course, just as you would pay for your other courses at MSU.