



## Human Resource Management Majors Experiential Learning Requirements

(The information below applies to human resource management majors only)

Students that select a major or concentration in Human Resource Management in pursuit of their Bachelor degree in Business at Indiana University South Bend are required to complete an internship or a field project study in Human Resource Management before graduation.

Prerequisite: Students must have successfully completed (or be enrolled in while participating in an internship) BUS-Z440: Personnel-Human Resource Management to participate in an internship or field project.

BUS-Z440 is a junior/senior level course, which means your internship or field study will most likely be completed during your senior year. Be prepared to search and locate an internship or field study to fulfill these requirements as you do not want to delay graduation to meet this obligation. Career Planning can help you find internships for which to apply, but it is ultimately your responsibility to apply and interview for one that meets criteria in this document.

Students will enroll either in BUS-X481 Undergraduate Internship in Business and Economics or BUS-X482 Undergraduate Field Project in Business and Economics once they have completed the prerequisite listed above.

Contact Director of Career Planning Mike Esposito at [espositm@iu.edu](mailto:espositm@iu.edu), or 574-520-4303 to learn of opportunities and how to conduct your search.

Additional requirements for the HR internship are as follows:

1. Students must be exposed to at least **five** different concept areas on the SHRM Curriculum Analysis Checklist for Internships in the highlighted Required Content Area (see page 2)
2. No single concept area should occupy more than 80% of an intern's total time.
3. Students must **complete a minimum of 150 clock-hours of work** during the course of their internship.
4. Students **must be enrolled in BUS-X481 during their internship**. Credit cannot be issued for an internship that was already completed.
5. To begin the process of enrollment, students must send the internship job description that specifically identifies the 5 required areas to Mike Esposito.
  - a. Once the internship is approved, your academic advisor will be notified you are eligible to enroll in X-481
6. To enroll in the class, make an appointment with your academic advisor by calling (574) 520-4450.

Highlighted areas on the following pages are topics that are covered in BUS-Z440.



Internships must include at least five (5) of the highlighted concept areas, below:

Required Content Area	Covered in a Required Course	Covered in an Elective Course
Employee and labor relations	BUS-Z404: Effective Negotiations BUS-Z440: Human Resource Management	
Employment law	BUS-Z440, BUS-Z441: Compensation /Benefits, BUS-Z444: Selection & Development	BUS-B399: Business & Society
Job analysis and job design	BUS-Z440, BUS-Z441, BUS-Z444	
Managing a diverse workforce	BUS-Z440, BUS-Z441, BUS-Z444	BUS-B399
Outcomes: Metrics & measurement of HR	BUS-Z440, BUS-Z441, BUS-Z444	
Performance management	BUS-Z440, BUS-Z444, BUS-Z302	BUS-W430
Staffing: recruitment and selection (including organizational entry and socialization)	BUS-Z440, BUS-Z444, BUS-Z302	
Total rewards (compensation & benefits)	BUS-Z440, BUS-Z441	
Training and development	BUS-Z440, BUS-Z444	
Workforce planning and talent management	BUS-Z440, BUS-Z441, BUS-Z444, BUS-Z302	BUS-W430

Secondary content areas (not required to align)	Covered in a Required Course	Covered in an Elective Course
Downsizing/rightsizing	BUS-Z440	BUS-W430
HR career planning	BUS-Z440, BUS-X220: Career Perspectives, BUS-X310: Career Placement	
Human resource information system (HRIS)	BUS-Z440, BUS-K321: MIS	
Mergers and acquisitions		BUS-W430
Outsourcing	BUS-Z440	BUS-W430, BUS-B399
Sustainability/corporate social responsibility	BUS-Z440	BUS-B399
Workplace health, safety & security	BUS-Z440	BUS-B399

**Tuition**

Standard tuition rates apply to BUS-X481. If, in the semester you enroll in BUS-X481, your credit hour total is between 12 to 18 credit hours (including BUS-X481), you will pay the standard banded tuition rate. However, if taking BUS-x481 increases your credit hour total beyond 18 hours, the per-credit-hour tuition applies to each additional credit hour past 18.

**DON'T FORGET:** Contact your academic advisor to enroll in the class, once your internship has been approved by the Director of Career Planning.