HR683: MSHR Field Experience
Overview and FAQ

Purpose of the Field Experience
Having practical experience in the field of human resources is critical to becoming a competent HR professional.

MSHR students who have at least 5 years of recent, continuous, full-time and direct HR professional experience (as an HR manager, director, etc.) and/or SHRM certification may apply for a Field Experience Waiver. Supporting evidence must be included. Students will have to enroll in a MSHR elective course to make up for the 3 credits.

MSHR students who do not have at least 5 years of recent, continuous, full-time and direct HR professional experience or SHRM certification must complete 80 hours of supervised field experience. The purpose of the field experience is to provide students current knowledge of various work environments in which they will apply their newly acquired HR theoretical knowledge. The field experience also provides opportunities to explore various career options and to gain valuable work experience and exposure.

Students have two options to complete the Field Experience:

Option 1: Secure a Field Experience site and a supervisor who has at least five years of HR professional experience. This can be performed at the student’s current workplace if and only if the tasks to be performed are directly HR-related AND are separate from the student’s current work tasks. These “special tasks” will need to be clearly listed in the Internship form.

Option 2: Identify a nonprofit organization where the student can serve as a pro bono HR consultant. With this option, the student is responsible for identifying a nonprofit to serve, and for creating a first contact with the nonprofit organization’s director. The student’s consulting work can be performed remotely throughout the semester. As a result, the nonprofit organization may be located in a city and state other than the one where the student resides. The instructor of the Field Experience course will serve as your Supervisor.

We strongly encourage students to complete HR 670 (HR Consulting course) prior to taking HR 683 to better prepare for this Field Experience course.

The Field Experience Team:
For both Options, the field experience team consists of a) the student, b) the WCU instructor, and c) the Field Experience supervisor (i.e., person at the job site for Option 1 and your instructor for Option 2).

Prior to the course beginning, the responsibilities of the student include:
- Securing an internship site, creating contact with the supervisor (Option 1) or nonprofit director (Option 2)
- Identifying specific HR tasks to be performed throughout the semester.
- Filling out the appropriate Internship forms.
- Enrolling in HR 683 Field Experience in Human Resources.

The responsibilities of the WCU instructor/Supervisor include:
- Monitoring the intern’s progress in completing their Field Experience.
- Helping interns resolve any problems they may encounter during the Field Experience.
- Collecting feedback from supervisors (Option 1) of the non-profit organization (Option 2) regarding the work performed by the student.
- Evaluating all documents submitted in the course by students.
- Giving students a final grade of Satisfactory (S) or Unsatisfactory (U) for the Field Experience course.