

INTERAMERICAN UNIVERSITY OF PUERTO RICO  
METROPOLITAN CAMPUS  
ECONOMICS AND ADMINISTRATIVE SCIENCES DIVISION  
GRADUATE PROGRAM

SYLLABUS

I. GENERAL INFORMATION

Course title	:	PRACTICUM IN HUMAN RESOURCES
Code and number	:	BADM 6910
Credits	:	3
Academic term	:	
Professor	:	
Office hours	:	
Email	:	

II. COURSE DESCRIPTION:

Supervised practice in the human resources supervisor tasks. It will be 120 practice hours made under the supervision of a faculty member. It will also, include periodic meetings and visits by the faculty member supervisor to the practicing site.

III. COURSE OBJECTIVES:

1. After different course learning activities, the student will be able:
  - a. Develop a semester work plan to deal with the human resources professional needs of the site where he/she is practicing.
  - b. Identify its human resources needs.
  - c. Develop s strategic human development plan for the site where he/she is practicing.
  - d. Plan, organize and participate in human resources activities of the site where he/she is practicing.

- e. Plan, organize and participate in human resources training and development activities for the site where he/she is practicing.

#### IV. STUDENT ASSESSMENT

1. Student grades will be assigned on a combined basis, his/her supervisor in the practicing site (30%), his/her faculty member/supervisor (70%). Each student will be assessed in three phases:
  - a. Progress assessment (At the end of the fourth practice week)
    - i. Midterm assessment (At the middle of the semester)
    - ii. Final assessment (At the end of the practice)
2. Assessment criteria:
  - a. Quality of course assignments during the semester.
  - b. Punctuality in the practicing center.
  - c. Quality in the elaboration, implementation and evaluation of the semester work plan.
  - d. Leadership and participation in all the practicing center activities.
  - e. Quality of the final portfolio organization and presentation with the requires evidences.

#### 3. Grading scale:

100-90 A  
89-80 B  
79-70

#### V. SPECIAL NOTES

##### A. Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor Jose

Rodriguez, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro's Student Center.

## B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as established in Chapter V, Article 1, Section B.2 of the Student's Rules and Regulations handbook <http://metro.inter.edu/servicios/documentos/reglamentosestudiantes2006.pdf>

Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student' Rules and Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

## C. Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

## IX. BIBLIOGRAPHY

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