

Department of Human Relations
Comprehensive Examination – Internship Application Paper Guidelines
Option 2

The purpose of the Comprehensive Examination is to give students an opportunity to review, integrate, and apply the theoretical foundations of Human Relations as they culminate their studies for the Master of Human Relations degree. This document represents the instructions students will need for completing the three major sections of the Internship Application Paper in partial fulfillment of the requirements for the completion of the MHR program.

The Internship Application Paper Comprehensive Examination synthesizes course readings, personal and the internship experience(s), and student projections regarding future applications of course material and the internship experience(s). Students are asked to produce a critical examination of their internship experience(s), which reflects the integration of knowledge, principles and skills, and demonstrates mastery of core human relations principles, values and practices. Emphasis should be placed on the particular challenges the student may have experienced during their internship experience(s) and the ways in which human relations approaches (e.g., social justice/multicultural studies, counseling theory/methods, organizational management theory/methods) could address those challenges. **NOTE:** FEMA certification is **not** allowed.

Important Notice: Read all of the enclosed guidelines carefully. Failure to follow these guidelines will result in a failing grade on your exam. **The comprehensive examination should be written entirely by you. It is not acceptable to have anyone help you research, write, proofread, or edit your responses to this examination.** Receiving assistance on this examination may result in charges of academic misconduct. If you have any questions about the examination, students with last names beginning with A-E please contact Lawana Miller at lmiller@ou.edu . Students with last names beginning with F-Z please contact Christy Burt at cburt@ou.edu and they will answer your question(s).

Please verify by email to the appropriate person ASAP to let them know you received your comprehensive exam.

Upon receipt of the questions, students have **thirty days** to complete and return the examination. If you **do not** submit the exam in Canvas on or before the due date to be evaluated you will receive a grade of an **Unsatisfactory**, which is a comp failure. This will count as one of your two attempts to pass the exam.

Canvas will not allow multiple files to be submitted. You must submit your completed exam in one Word document (.doc or .docx) or Rich Text Format (.rtf) to the Canvas dropbox for Comprehensive Final Exam. You have been added to this course site and it should appear on your Canvas list. If you do not see it on your Canvas page, students with last names beginning with A-E please contact Lawana Miller at lmiller@ou.edu. Students with last names beginning with F-Z, please contact Christy Burt at cburt@ou.edu.

The Comprehensive Examination will be evaluated by a committee of three Human Relations faculty members. You should receive your results within 6 weeks of submitting your exam. The results will be Satisfactory/Unsatisfactory (Pass/Fail). In the event that a student receives an Unsatisfactory (Fail), the examination may be taken again one additional time, during the next or subsequent semester, and the student will be required to enroll for **two additional hours of graduate course** at OU. Student who fails Option 2 will **not** have the opportunity to retake their comps and choose Option 2. Student will have only Option 1 for their comps.

Student only have two attempts for the comps, regardless of the options chosen, and a second failure will result in a permanent enrollment stop.

Basic Instructions for Paper Preparation

This section of the guidelines represents the basic instructions students will need for preparation and writing of the three major sections that comprise the Internship Application Paper to serve as the Comprehensive Examination. For the style and formatting that will be used to support each of the sections, students should refer to the American Psychological Association (APA) Publication Manual, latest edition.

In **3300-4000** words (10-12 pages), students are asked to demonstrate the development, enhancement, and application of core Human Relations competencies and principles. This total includes text only, and does not include the cover page and reference page. All essays should be **double-spaced**. Students using typewriters should use standard pica or elite type. Students using computers should use 12-point size font. The following two typefaces are accepted: Times New Roman and Courier New. Margins on all four sides (top, bottom, left and right) should be one inch. Students should use printers that produce type that is dark, clear, and readable.

It is expected that at least **12 different references** will inform the development of the paper, with at least three-quarters (9) of those reflecting articles in scholarly professional journals, books, book chapters, and/or governmental reports. While it is acceptable to “Google” the selected topic via the Internet, the references obtained in this manner are not to substitute for the scholarly references mentioned above. Avoid using popular magazines or non-academic Internet sites as sources for your examination. Do not use Wikipedia. You may use the same source more than once throughout the paper. **Failure to properly cite material that you are either directly quoting or paraphrasing will result in a charge of academic misconduct.**

Students must follow the American Psychological Association (APA) style for writing papers. However, you do not need to include a running head or an abstract. You are required to include page numbers. Main points should be stated clearly, documented with references to the literature by citations in the text, and illustrated by specific examples. **Failure to follow these guidelines will result in failing the exam. Quotations should be used sparingly and only to support your ideas.** Quotations should not be used to make your arguments for you. If you use too many quotes, we will not be able to ascertain if you understand the concepts about which you are writing. **Therefore, even if your answer is appropriate, you will still fail the exam.**

Academic Integrity: Academic integrity means honesty and responsibility in scholarship. **No help is to be given to or received from other persons for the comprehensive exam.** All work should be the product of the student. Plagiarism means presenting someone else’s ideas or writing (published or unpublished) as your own. There are four types: 1) copying without citations, 2) misappropriation of specific wording, 3) faulty paraphrasing, and 4) misappropriation of facts and ideas. Specific information on this and other forms of academic misconduct can be found at <http://integrity.ou.edu/>.

Exams will automatically be submitted to a plagiarism-detection database.

Important Points to Follow:

1. Write in full, complete sentences.
2. Tables, graphs, and figures should be included at the end of the paper, not within the text.
3. The cover page, references page, tables, graphs, and figures do not count towards the word requirement.
4. Do not use contractions in research or other formal writing (e.g., *can't* should be written as *cannot*; *won't* should be written as *will not*, etc.).
5. It is all right to use an acronym in the text of your writing only when it has been written out entirely the first time and the acronym shown in parenthesis following. For example, *the Oklahoma Department of Human Services (ODHS) employs more than 8,000 employees in the State of Oklahoma. The ODHS is the largest of the state's agencies.*
6. Save and submit work as a Word document (.doc or .docx) or Rich Text Format (.rtf).
7. All references must be in American Psychological Association (APA) format.
8. Carefully read and follow the instructions provided.
9. You may use the first person (the word "I").

Specific Instructions for Paper Preparation

Three major sections must be addressed: (1) Introduction, (2) Literature Review of your area of emphasis and (3) Critical Analysis of your internship.

ELEMENTS OF THE INTERNSHIP APPLICATION PAPER

SECTION I: INTRODUCTION (*Approximately 750 - 1,000 words, at least 3 references**)

1. As a field, Human Relations can be broadly defined and has multiple applications. Based upon the work that you have completed as a graduate student in Human Relations, provide your understanding of the definition of Human Relations. Provide a definition and a brief historical overview of the field. Please draw upon the material that you covered in your courses to date in order to respond to this question.
2. Why is there a need for Human Relations in the 21st century?
3. Use scholarly sources to supplement your responses to these questions.

SECTION II: LITERATURE REVIEW OF AREA OF EMPHASIS (*Approximately 1,000 – 1,250 words, at least 9 references**)

1. The Department of Human Relations at the University of Oklahoma focuses on three areas of study: organizations, counseling, and social change. Discuss the specific area(s) of Human Relations in which you completed the majority of your coursework as foundation for the following section. Refer to the specific courses and course materials that you have read as well as other scholarly sources. This review should inform and frame your discussion of your internship experience. When completing your literature review, be sure to integrate information from the various sources you are drawing on into your discussion. For example, rather than listing the individual courses you have enrolled in and discussing what you have learned, weave a discussion of the material you covered in class (with appropriate citations) into your discussion.

SECTION III: APPLICATION AND CRITICAL ANALYSIS (*Approximately 1,550 – 1,750 words, references as needed**)

1. Describe your internship setting. This includes an overview of the purpose of the organization (e.g., is the organization attempting to address a social issue or does the organization provide some form of service).
2. What was your role? What projects did you work on? Summarize your participation.
3. Did the organization serve its purpose? Provide a critical analysis of the overall management of the agency or organization and/or the effectiveness of the organization in meeting its mission and/or stated goals. Use scholarly references to inform this discussion. Apply theory and research from scholarly resources as well as your course material, course discussions, and activities as appropriate.
4. Identify the needs of the agency, organization or community and make recommendations for improvements.

5. Provide a critical analysis of your learning as a result of your internship and your degree program. How will it inform your professional life (this can be paid or non-paid work)? If you do not work, how will it inform how you conduct your life (this can include family, community, etc.)?
6. While this section should include your personal reflections, it should also draw upon relevant scholarly literature. You should reference scholarly works that support your analyses of your experience. You may use references to illustrate the validity of the way in which your organization functions as well as to critique the organization and to point areas in which they are in need of improvement.

*This refers to the minimum number references (scholarly sources) to be used in each section. You may use the same reference in more than one section but the total number of references used should be 12 or more.

Points of evaluation:

- a) The literature selected is relevant to the focus of the paper.
- b) The paper contains a minimum of at least 12 references.
- c) The content of the literature review follows a consistent, systematic process in presenting information for comparison purposes.
- d) The integration of the literature provides a sound basis for the remainder of the paper.
- e) The description of the internship is clear and complete.
- f) The writing is grammatically correct and free of spelling and other errors.
- g) Each paragraph and each section of the essay has a logical structure.
- h) All aspects of the question are thoroughly addressed.
- i) All instructions in this document and the general comprehensive exam guidelines have been followed.

Important Points to Follow:

1. Write in full, complete sentences. Tables, graphs, and figures should be included at the end of the paper, not within the text.
2. The cover page, references page, tables, graphs, and figures do not count towards the word requirement.
3. Do not use contractions in research or other formal writing (e.g., *can't* should be written as *cannot*; *won't* should be written as *will not*, etc.).
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5. Provide a critical analysis of your learning as a result of your internship and your degree program. How will it inform your professional life (this can be paid or non-paid work)? If you do not work, how will it inform how you conduct your life (this can include family, community, etc.)?
6. While this section should include your personal reflections, it should also draw upon relevant scholarly literature. You should reference scholarly works that support your analyses of your experience. You may use references to illustrate the validity of the way in which your organization functions as well as to critique the organization and to point areas in which they are in need of improvement.

*This refers to the minimum number references (scholarly sources) to be used in each section. You may use the same reference in more than one section but the total number of references used should be 12 or more.

Points of evaluation:

- a) The literature selected is relevant to the focus of the paper.
- b) The paper contains a minimum of at least 12 references.
- c) The content of the literature review follows a consistent, systematic process in presenting information for comparison purposes.
- d) The integration of the literature provides a sound basis for the remainder of the paper.
- e) The description of the internship is clear and complete.
- f) The writing is grammatically correct and free of spelling and other errors.
- g) Each paragraph and each section of the essay has a logical structure.
- h) All aspects of the question are thoroughly addressed.

All instructions in this document and the general comprehensive exam guidelines have been followed.

EVALUATION CRITERIA FOR THE INTERSHIP PAPER*

SECTION I: INTRODUCTION

1. Provide a brief history and overview of the field of Human Relations. This should be informed by literature and coursework in Human Relations and should include the student's understanding of the definition of the field.
2. The review of the literature is integrated into a larger discussion of the field of human relations.
3. Provides a sound reason why is there a need for Human Relations.
4. Concludes with a brief summary of the focus of the paper that clearly states its objectives and goals.

SECTION II: LITERATURE REVIEW

1. Focuses on their major area of emphasis.
2. The literature selected is relevant to the focus of the paper and frames the discussion of the internship.

Evaluation:

1. Does the review contain a minimum of at least 9 scholarly references?
2. Does the content of the literature review follow a consistent, systematic process in presenting information for comparison purposes?
3. Does the integration of the literature provide a sound basis for the remainder of the paper?
4. Is the literature cited (whether from coursework or from a larger review of the literature) integrated into the paper, rather than being presented in a list format?

SECTION III: APPLICATION AND CRITICAL ANALYSIS

1. The student describes the organization/agency(s) in which they served during their Internship.
2. The student describes the goals and/or mission of the organization with which they interned, including an overview of the organization's role and work
3. The student provides a critical overview of the overall management of the organization and the degree to which the organization meets its stated goals. Theory and research from scholarly resources as well as course material, course discussions, and activities are used, as appropriate, to inform this discussion
4. The student identifies the needs of the organization and makes effective recommendations for improvements.
5. The student provides a critical analysis of their internship experience, including a focus on the ways in which this fits with their future goals. This section should be informed by scholarship.

* These criteria will be used by faculty and will not be shared with the students. It is included here for the sake of completeness, but will not be included in the final version to be distributed to students.

APA STRUCTURAL ELEMENTS:

1. Paper Layout – Double-spaced, 1" margins, and paginated.
2. Spelling, grammar, and punctuation represent graduate level work.

References:

1. Appropriately cited in the body of the paper.
2. Authors or other sources cited in the text are on the list of References.
3. Every author or citation on the Reference list has been cited in the text of the paper.
4. References follow American Psychological Association (APA) citation format.
5. There are at least 12 references of which at least 9 have to be from scholarly journal, chapter, and/or books.