

# HRM *QuickReference Sheet*

## Research Internship

### What is it?

The HRM research internship provides the opportunity for a master's student to develop skills needed as a researcher. The student learns practical skills in research project management including expertise in proposal or project development, appropriate selection or development of measures, data gathering, data analysis and the communication of research findings.

### When should the Research Internship form be submitted?

There is no formal schedule as to when a student should start their internship, as it depends on the student and the advisor/supervisor. It is suggested that the student and the advisor/supervisor plan the research internship well in advance of the graduation date, as a minimum of 100 hours must be devoted to developing the required skills.

There are two forms which must be completed: the **initial plan**, which is submitted prior to beginning the internship, and the **final report**, which is submitted upon completion of the 100 hours.

The initial plan outlines the skills intended to develop and the proposed activities to develop the selected skills. The initial plan also indicates the start date of the research internship. The completed and signed plan is submitted to the HRM Program Office, HSC-2C1.

The final report is composed of two portions: i) a dossier which documents the student's development of skills in at least three of the five required skills; and ii) evaluative statements from both the student and the supervisor indicating how well the learning objectives were met. The dossier should describe the activities undertaken to develop each skill, an indication of the amount of time spent improving a given skill and, where appropriate, examples of the work done. Once compiled and signed, the final report should be submitted to the HRM Program Office, HSC-2C1.)

### Where can I find more information and the two forms?

Full details of the Research Internship can be found in the HRM MSc Manual under the heading "Research Internship". The MSc Manual is available online at <https://healthsci.mcmaster.ca/hei-hrm/education/current-students/resources>.

The initial plan and final report forms are available on the HRM website at <https://healthsci.mcmaster.ca/hei-hrm/education/current-students/resources> or in the MSc Manual in the "Forms" section. The completed and signed forms should be submitted to the HRM Program Office, HSC-2C1 or digitally via [hmasst@mcmaster.ca](mailto:hmasst@mcmaster.ca)