

Missouri State University Practicum Site Questionnaire

Name of site Mercy—Human Resources

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Your Site

Description of the activities that occur at your site:

- We give the students the opportunity to experience the multiple functions of Human Resources including but not limited to recruitment, operations, compensation, data integrity, worker's compensation, benefits, employee relations, and employee health. Therefore, the activities are a combination of shadowing and actual tasks in each area. If the student has a larger interest in one area we will try to expand their experience within that specific area.

Description of practicum students' duties at your site:

- Shadowing a variety of HR professionals and content experts.
- We do have scanning and other clerical duties that a student may assist with but we make sure to show the student how those things fit into the larger picture showing their importance.
- We have projects that require critical thinking and great communication skills. They vary by time of the year and what is going on.
 - Below are some of the projects our last intern worked on:
 - Aggregated both quantitative and qualitative data for exit interviews. We are switching to a vendor for this function but had a year's worth of data that we needed to get from a raw data form to a presentable form. Once complete we worked with the student to utilize critical thinking for the implications of the results. This gave the student insight to the multiple factors that impact separations.
 - Prepared a program that Mercy does for our co-workers involving adopting Christmas families. This included coordination with not for profit agencies in the Ozarks to ensure the greatest good is being

met. This gave the student experience with the ethical principle of distributive justice.

Type of population with which students would be working (e.g., adults, adolescents, children, physically challenged, cognitively challenged, etc.):

- Primarily adults but being in a healthcare facility there could be interaction with any of those listed.

Our Students

Undergraduates

Our undergraduate students typically are juniors and seniors with 17-35 credit hours in Psychology. There are exceptions. If you have any special requirements for students who apply at your practicum site, please describe them.

- We prefer seniors that have a great working knowledge of the information they learned so that they can see how those studies connect to the working environment.

Graduate Students

Our graduate students are students at the end of their first year or some time during their second year in the clinical track of our graduate psychology program. These students need direct service contact with clients, and also need weekly supervision from a licensed mental health professional. Is your site interested in working with our graduate students?

- Our Behavioral Health departments already work with some students. However, what is described above would not be met through the HR department.

Hours, Pay, and Commitment

Days and time of days on which you need practicum students:

Is this a paid practicum? Yes No

If yes, what is pay rate? \$8.50

What length of commitment (e.g., semester, three months, six months), do you expect from the student? We will work with the student but would do no more than 6 months. Typically it is a semester commitment.

Application Process

What is the preferred application process (e.g., email/mail resume/schedule an appointment)?

- If a student or faculty member contacts Mercy HR with interest pending approval from our administrative leadership we will post the position for them and any other interested students to apply.
- At that point it will be an online application through Mercy.net.

Please provide any other information that would be useful in helping our students to make more informed choices.

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Thank You!

Thank you for your help in working with our students.

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