EMORY | LANEY GRADUATE SCHOOL

GRAD 705R: Graduate Internship Experience Proposal

Submit this form to the Laney Graduate School to enroll in GRAD 705R. This form should be accompanied by a letter from your Director of Graduate Studies approving participation in this internship.

GRAD 705R allows students to receive course credit for participation in and completion of an unpaid internship wherein students gain training and/or workplace experience that broadens their knowledge base/skillset and expands their career options. At the conclusion of the internship, students will need to submit a written report (500 words) on the internship experience 10 days prior to the end of the semester for which he/she would like course credit.

Date: ____

Student Information:

Full name: _____ Emory email: _____

Graduate program: _____

Organization: _____

Position Title: _____

Internship Area of Focus (check all that apply):

☐ Research ☐ Outreach/Education ☐ Marketing ☐ Technology

☐ Communications ☐ Grant Writing/Administration ☐ Development

☐ Other (please describe): _____

Specific Time Period (e.g. Summer, Fall semester, etc.): _____

Planned Work Schedule: _____

Number of Credit Hours Requested (Internships can range between 5-10 hours/week per fall or spring semester (1-3 credit hours) (e.g., 10 hours/week could for 3 credit hours). Internships can range between 5-15 hours in summer semester (1-4 credit hours)**:** _____

Internship Proposal:

Outline the duties you will be responsible for during the internship: _____

Identify three goals you have for this internship experience. What do you hope to learn or take away from the experience? (250 words minimum): _____

Intern Supervisor Contact Information:

Name: _____

Email: _____ **Phone number**: _____

Signatures:

Student signature: _____

Director of Graduate Studies signature: _____