

## 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 roughly 10 days prior to the end of the semester for which he/she would like course credit. Details will be available on Canvas once the student is enrolled in GRAD 705R.

**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: \_\_\_\_\_

Please submit to [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu)