



## GRAD 705R: Graduate Internship Experience Proposal Form

To propose an internship, you will need to first ensure that you and the internship host organization have completed the Graduate Internship Experience Student-Host Organization Agreement Form and submitted it to our team at [lgs.profdev@emory.edu](mailto:lgs.profdev@emory.edu).

Once the above step is completed, you may complete the Internship Experience Proposal Form below. Note that this process requires support from your Director of Graduate Studies. Once this form is completed, please submit it to our team at [lgs.profdev@emory.edu](mailto:lgs.profdev@emory.edu). This form must be submitted one week before the term's add/drop deadline.

To propose an internship, please fill out the form below. To be considered by the LGS Office of Professional Development and Career Planning, the proposed internship must:

- reflect work that begins and concludes in a single semester.
- assign the appropriate number of credit hours for the number of hours worked.
- be approved by the student's Director of Graduate Studies and the student's internship advisor
- be consistent with the [seven NACE criteria](#) for an experience to be defined as a legitimate internship.
- demonstrate alignment between the employer's expectations and the student's expectations.
- provide a rigorous learning opportunity that is appropriate to receive doctoral-level credit at Emory.
- if unpaid: the student must not be classified as an employee according to the [FLSA "primary beneficiary test."](#)

International students are required to first consult with their ISSS advisor before proposing an internship through this process.

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**Date:**

**Student Name:**

**Emory Email:**

**LGS Graduate Program:**

**Internship Host Organization Name:**

**Internship Location:**

**Internship Position Title:**

**Semester of Internship** (must begin and end within one academic term at Emory): **Fall, Spring, or Summer**

**International Students: Have you consulted with your ISSS advisor? Please include the name of the advisor you consulted with and note that this form requires your ISSS Advisor's support at the bottom of this form.**

**Provide an overview of the internship schedule, including how many hours you will work per week and in total.**

**You may receive academic credit for this internship based upon the number of hours you will engage in the experience. In Fall and Spring, students may receive 1-3 credit hours (3-9 hours per week). In Summer, students may receive 1-4 credit hours (3-12 hours per week). Based upon the above, how many academic credits do you expect to receive from this internship experience?**



**Grading: GRAD 705R is graded S/U. Your grade will be determined by the Instructor of Record based upon the completion report and the evaluation form from the host instructor. Both reports may be shared with your DGS after the grade has been submitted (if requested). To receive a satisfactory grade, you must:**

- participate in the internship for the number of hours stated on the internship proposal form.
- ensure that LGS-PDCP receives the Host Organization Evaluation Form prior to the deadline to submit grades.
- submit a completion report addressing how well the learning outcomes stated at the beginning of the internship were achieved.

**In case of an emergency, we need to be able to reach your internship supervisor. The supervisor listed below will also be required to submit a final evaluation form at the conclusion of the internship experience.**

**Supervisor Name:** \_\_\_\_\_

**Supervisor Email:** \_\_\_\_\_

**Supervisor Phone Number:** \_\_\_\_\_

**SIGNATURES**

Student: sign below to indicate that you understand the steps required to receive a satisfactory grade in GRAD 705R, including receiving a satisfactory evaluation from the internship host organization, submitting a completion report, and completing the proposed number of hours. International students are required to first consult with their ISSS advisor before proposing an internship through this process.

**Student Signature:** \_\_\_\_\_

Academic Mentor: sign below to indicate that you support this student’s pursuit of an internship while continuing to make academic progress, and that the internship aligns with the student’s academic and professional goals.

**Mentor Name:** \_\_\_\_\_

**Mentor Signature:** \_\_\_\_\_

Director of Graduate Studies: sign below to indicate that you support this student’s pursuit of an internship while continuing to make academic progress, and that the internship aligns with the student’s academic and professional goals.

**Director of Graduate Studies Name:** \_\_\_\_\_

**Director of Graduate Studies Signature:** \_\_\_\_\_

--International Students Only--

ISSS Advisor: I have reviewed this internship proposal with the student and support the student’s pursuit of this activity and their enrollment in GRAD 705R.

**ISSS Advisor Signature:** \_\_\_\_\_