

GRAD 705R: Graduate Internship Experience

Overview

Open to students in all disciplines and fields, the course 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. Examples of internships could include a student completing an eight week internship over the summer with a pharmaceutical company, or a student interning five hours a week at the Atlanta Botanical Gardens on an educational and outreach project.

Interested students should identify, propose, and secure an invitation for the internship from an organization and get approval from their Director of Graduate Studies to participate. The internship should relate to their research, teaching and/or career goals.

Course Structure

Enrollment

In order to enroll in the course, students will need to submit the following:

- Completed internship proposal form that outlines the student's understanding of responsibilities within the organization and goals for the experience (Titled: Internship Experience Proposal)
- Completed internship form from the organization formalizing the internship opportunity and identifying the primary contact/mentor for the student (Titled: Organization Approval Form)

Credit

- Fall and Spring: Internships can range between 5-10 hours/week (1-3 credit hours).
- Summer: Internships can range between 5-15 hours (1-4 credit hours)

Evaluation and Grading

- The evaluation and approval of internships will be conducted at the graduate program level.
- Management of the collective internship course will be overseen by LGS.
- The Instructor of Record will be member of the LGS Student Affairs leadership team.
- Upon completion of the internship course, the student will be required to submit a completion report.
- Upon completion, the student will also be required to submit an evaluation form to the host organization.
- LGS will be responsible for evaluating the course structure by surveying both faculty and student participants.

The S/U grade will be determined by:

- The completion report submitted to LGS instructor of record, which describes how the internship fulfilled their initial goals
- The evaluation form completed by the host organization and submitted to LGS
- The LGS instructor of record will share both reports to the Director of Graduate Studies after grades are submitted.

Questions? Please contact LGS.profdev@emory.edu