



## GRAD 705R: Graduate Internship Experience Overview

### Overview

Internships have the potential to enhance graduate students' transition into a wide range of careers. Open to students in all fields, GRAD 705R allows students to receive course credit for completion of a part-time internship that provides training to broaden students' skills and expand their career options. The internship must relate to the student's research, teaching, and/or career goals and must align with the Department of Labor Fair Labor Standards Act and the [internship definition and criteria](#) of the National Association for Colleges and Employers (NACE).

### Learning Objectives

GRAD 705R: Graduate Internship Experience is designed to be flexible enough to allow students, programs, and internship host organizations to develop outcomes that are tailored to the internship experience and are meaningful for the student's professional goals. That said, all students who complete GRAD 705R can expect to conclude the experience with the following:

- The opportunity to explore a career pathway in a hands-on environment
- Strategies for communicating with diverse audiences in a professional setting
- A nuanced understanding of the culture of an organization
- An enhanced professional network

### Enrolling in GRAD 705R

Consistent with Emory's policy on Credit Hours ([Policy 10.5](#)), the number of credit hours a student may receive depends upon the amount of time the student is engaged in the internship. The guidelines below outline Emory policy on internships:

- Part-time internships may receive 1-6 credit hours (3-18 hours per week)
- Full-time internships may receive 9 credit hours (30-40 hours per week)

Students may be permitted to complete their proposed internship in less than one semester if the correct number of hours are completed. The Office of Professional Development and Career Planning ([lgs.profdev@emory.edu](mailto:lgs.profdev@emory.edu)) is available to assist students in determining the appropriate number of credit hours to propose for an internship.

### Grading

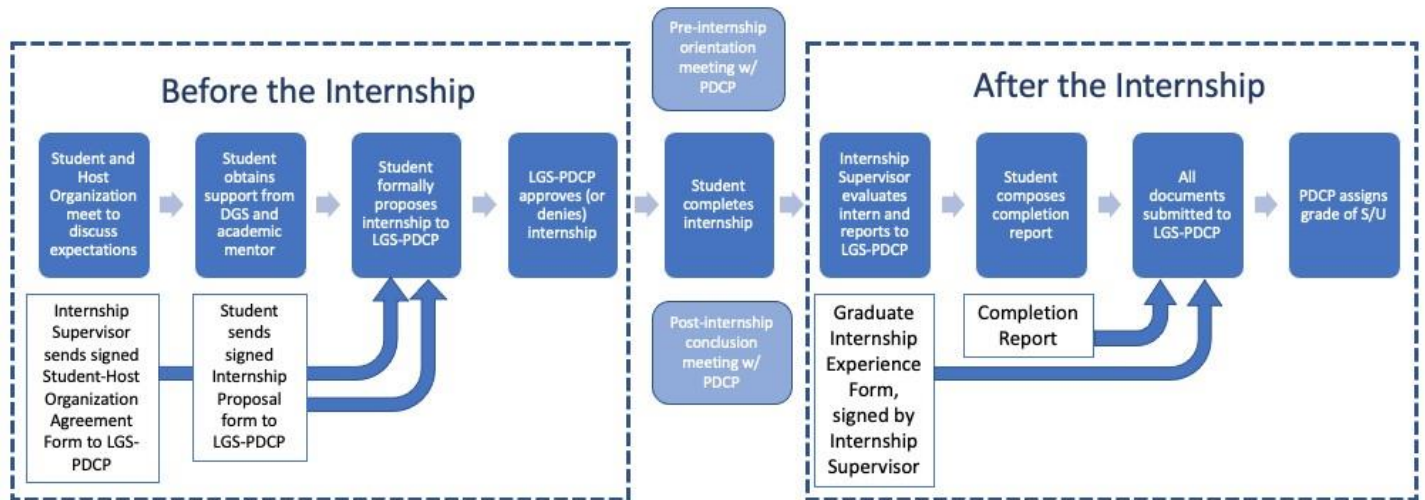
GRAD 705R is graded S/U and the student's grade in the course will be determined by the Instructor of Record based upon the completion report and the evaluation form from the host instructor. Both reports may be shared with the student's Director of Graduate Studies after the grade is submitted when requested.

To receive a satisfactory (S) grade, the student 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.

## Synopsis of the Internship Process

The process for enrolling in GRAD 705R is overseen by the Office of Professional Development and Career Planning in consultation with the internship host organization, the student's academic mentor, and the student's program. This process is visualized in the following chart and described in detail below.



### BEFORE THE INTERNSHIP

#### 1. Meet to Establish and Document Expectations with Host Organization/Internship Supervisor

Prior to enrolling in GRAD 705R (and no later than the add/drop deadline), the student must work with the internship host organization to outline a plan for the internship, including the learning outcomes or goals for the internship, a work schedule, details about financial compensation, and the understanding that the internship supervisor is required to submit an evaluation of the student's performance to LGS-PDCP. This form must be signed by the student and the internship supervisor and submitted to [lgs.profdev@emory.edu](mailto:lgs.profdev@emory.edu) by the internship supervisor.

Some students may receive an offer letter from an Internship Host Organization outlining many of the details above. In such cases, you will still be required to submit the Student-Host Organization Agreement Form to LGS-PDCP to be eligible to receive credit for your internship.

#### 2. Obtain Support from DGS, Academic Mentor, and (if an international student) ISSS

The student also must complete the Graduate Internship Experience Proposal Form, which outlines the responsibilities, goals, work schedule, and grading policy for the internship. The form must be signed by the DGS, ISSS (if an international student) and must be aligned with the information provided by the Host Organization in the Student-Host Organization Agreement Form.

#### 3. Propose Internship to LGS-PDCP

Both Graduate Internship Experience Proposal Form and the Student-Host Organization Agreement Form must be submitted to [lgs.profdev@emory.edu](mailto:lgs.profdev@emory.edu) one week before the add/drop deadline to allow appropriate time for review and feedback.



#### 4. Receive Approval

LGS-PDCP will consider internship proposals that meet the following criteria:

- reflect work that begins and concludes in a single term.
- assign the appropriate number of credit hours for the number of hours worked.
- are supported by the student's Director of Graduate Studies, the student's Academic Mentor, and the student's Internship Supervisor
- 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.
- include a completed Student-Employer Agreement Form, with achievable learning outcomes, activities, responsibilities, and deliverables that are specific to this particular internship.
- 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.

#### DURING THE INTERNSHIP

LGS-PDCP will hold two formal meetings with students enrolled in GRAD 705R: 1) an orientation meeting at the beginning of the term, and 2) a conclusion meeting at the end of the term. In addition, we encourage you to stay in touch with our office throughout the course of your internship. If you encounter issues with the host organization or internship supervisor, please inform our team so that we may offer our support. We want this experience to be positive for both students and host organizations – let us help however we can.

#### AFTER THE INTERNSHIP

##### 1. Obtain Evaluation from Internship Host Organization

Upon completion of the internship, the internship supervisor must complete the Graduate Internship Experience Host Organization Evaluation Form. This form must be submitted by the internship supervisor to [lgs.profdev@emory.edu](mailto:lgs.profdev@emory.edu) one week before the term's grade deadline.

##### 2. Compose Completion Report

Upon the conclusion of the internship, you are required to submit a Completion Report that details the following prompts:

- Describe the internship activities and highlight any outcomes you achieved and/or new skills or knowledge you acquired (minimum 300 words).
- Explain how the internship experience furthered your progress toward the PhD and career goals (minimum 300 words).

##### 3. Submit Evaluation and Completion Report to LGS-PDCP

The Host Organization Evaluation Form and the Completion Report must both be submitted to [lgs.profdev@emory.edu](mailto:lgs.profdev@emory.edu) one week before the term's grade deadline.

**Questions?** Contact Dr. Katy Leonard, Assistant Dean of Professional Development and Career Planning ([katy.elizabeth.leonard@emory.edu](mailto:katy.elizabeth.leonard@emory.edu))