

**School of History and Sociology
Undergraduate Internship Program
HTS 2694: Undergraduate Internship for Pay (Freshmen and Sophomores)**

Internship Coordinator: Dr. Amy D'Unger

Office: 105 Old Civil Engineering Building

Office Hours: view available appointments and schedule one @ [gatech.gradesfirst.com](mailto:amy.dunger@hsoc.gatech.edu)

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Course Objectives:

As part of the process of career discovery, an internship can help students experience the professional world and learn how and where they can best apply their interests and skills. HTS 2694 allows freshmen and sophomores to participate in a paid internship for which they earn between 1 – 12 hours of audit credit. Internships can be in government, education, non-profit organizations, corporations, museums, archives, or libraries, or any other site that is pre-approved by the Internship Coordinator.

Learning Outcomes:

- Students will be able to describe the structure of the organization for which they work, including the role and function of the staff members.
- Students will perform duties as assigned by their supervisor(s) at the internship site.

Course Requirements:

(1) Course Approval Form: To initiate the internship, the student must complete the Undergraduate Internship Approval form, with the assistance of the Internship Coordinator. This form includes contact information for the supervisor at the internship site and a brief description of the content of the internship.

(2) Attendance: The student must be present at the internship for the agreed-upon number of hours per week, barring any illness or excused absences.

(3) Compliance: Students must comply with all organizational policies and procedures during the course of their internship.

(4) Time Sheet: The student must document his/her hours at the internship during the semester. A final time sheet is due, via email, to the Internship Coordinator by 5:00 PM on the first day of final exams in the internship semester.

Accommodating Disabilities:

If you have or acquire any sort of condition that may require special accommodation(s), please inform the Internship Coordinator AS SOON AS POSSIBLE so appropriate arrangements can be made with the internship organization. Proper documentation from the Office of Disability Services will be required. Please contact them to get more information on available services and accommodations, as well as documentation requirements. They can be reached via the web at <http://disabilityservices.gatech.edu>.

Academic Conduct:

All students are expected to conduct themselves in accordance with the policies of the Georgia Tech Honor Code with respect to behavior and academic honesty both at the site of their internships and while completing their final summative projects. Anyone engaging in acts that violate these policies, such as cheating, will be penalized. For more information on the Honor Code, see the Office of Student Integrity website at www.osi.gatech.edu and the text of the honor code at www.policylibrary.gatech.edu/student-affairs/academic-honor-code.

HSOC Undergraduate Internship Course Approval
(HTS 2694, 2695, 4694, 4695)

This form should be completed with the Internship Coordinator. Schedule an appointment at <https://gatech.gradesfirst.com>.

HTS 2694- Internship for Pay, Freshmen and Sophomores (Audit Credit Only)¹

HTS 2695- Internship for Credit, Freshmen and Sophomores (Pass/Fail Credit Only)²

HTS 4694- Internship for Pay, Juniors and Seniors (Audit Credit Only)¹

HTS 4695- Internship for Credit, Juniors and Seniors (Pass/Fail Credit Only)²

¹*Credit earned on an audit basis does not count towards your degree.*

²*Up to six hours of pass/fail credit may be used for HTS electives. Refer to the Institute policy on maximum pass/fail hours allowed at <http://www.catalog.gatech.edu/rules/10>.*

Student's name: _____

GT ID: _____ Email: _____

Internship organization name: _____

Supervisor's name: _____ Supervisor's phone #: _____

Supervisor's email: _____

Term of undergraduate internship (circle one): Fall Spring Summer 20_____

Undergraduate standing during term of internship (circle one): Freshman Sophomore Junior Senior

Approximate number of hours per week working at site: _____ = _____ credit hours

1 credit = 3 – 5 hours per week

2 credits = 6 – 8 hours per week

3 credits = 9 – 11 hours per week

4 credits = 12 – 14 hours per week

5 credits = 15 – 17 hours per week

6 credits = 18 – 20 hours per week

7 credits = 21 – 23 hours per week

8 credits = 24 – 26 hours per week

9 credits = 27 – 29 hours per week

10 credits = 30 – 32 hours per week

11 credits = 33 – 35 hours per week

12 credits = 36+ hours per week

Are you performing the internship for pass/fail credit or pay? _____ Course number: _____

Brief description of internship: _____

HTS 2695 and 4695:

For students completing unpaid internships for pass/fail credit, a final project is due via email to the internship coordinator, no later than 5:00 PM on the first day of final exams. Refer to the syllabus for suggested final projects.

Final project format: _____

Student's signature: _____

Internship coordinator's signature: _____

Date: _____