

# INTN 6004 Graduate Internship Program Syllabus

4 Audit Credits | Fall 2026

## Instructor Information

- **Course Instructor:** Gaeun (Gwenn) Seo, Ph.D., Director of Graduate Career Development & Academic Professional
- **Teaching Assistant and Main Contact:** Ariel Gladney, Graduate Internship Program and Operations Manager
- **Email:** Grad-Internship@gatech.edu
- **Phone:** (404) 894-3320

*The Graduate Career Development team at Career Center is here to support your successful internship. If you have any concerns with your internship employers, please do not hesitate to contact the Graduate Internship Manager at grad-internship@gatech.edu*

## Scope of the Course

The Graduate Internship Program is administered by the Vice Provost for the Office of Graduate and Postdoctoral Education (GPE), in collaboration with the Career Center. Students can enroll in INTN 6000 level courses for tuition-free audited course credits ranging from 3-12 audit hours in the Fall, Spring, or Summer semesters. While enrolled in the INTN courses, students can gain valuable hands-on experience that will allow them to utilize the skills and knowledge they have developed and learned in the classroom and through research, to prepare themselves for the world of work.

## Learning Outcomes

As a result of being enrolled in the Graduate Internship Program/INTN courses, students will:

- Establish professional and career development goals by reflecting on self-prescribed goals each semester that they intern.
- Apply theoretical knowledge and skills learned in the classroom and/or research training to workplace contexts.
- Develop and deepen technical and durable skills valued by employers through experiential learning.
- Strengthen core career competencies through workplace experiences, such as communication, teamwork, leadership, professionalism, and problem-solving.
- Receive formative (on-going) and summative (end-of-term) feedback from employers regarding their on-the-job performance.
- Assess their progress in developing/advancing technical expertise, career competencies, and overall career readiness through summative (end-of-term) evaluations.

## Attendance

No attendance will be taken for this course. If there are changes to the following terms of employment: **Work dates, hours per week, or location**, the student should reach out to the course teaching assistant/program manager, Ariel Gladney to have the student's record in CareerBuzz updated. For more information about Georgia Tech attendance policies, please refer to <https://studentlife.gatech.edu/resources/class-attendance> for more information.

## Course Materials

No course materials will be needed for this course.

## Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Review [Georgia Tech's Honor Code](#) and the student [Code of Conduct](#).

## Professional Conduct in the Internship Context

Students are expected to uphold Georgia Tech's standards of academic integrity and professional conduct at all times. As internship participants, students also represent the Institute in their interactions with employers and colleagues. If concerns arise during internship experience that may affect these expectations, the Georgia Tech Career Center may be involved in conversations to review the situation, support appropriate resolution, and determine next steps in alignment with Institute policies and Career Center practices.

## Grading Policy

Enrollment in one of the above-audited courses will yield a grade of V for all students. Any student who does not meet the instructor's requirements for a successful audit will be withdrawn with a grade of "W" assigned at the end of the academic term. Students will not be awarded a letter grade or academic credit as a result of enrolling in the course. For more information on audit courses, please refer to the [Course Catalog](#).

## Assignments & Documentation, and Make-Up Policy

During the semester, students will be asked to complete course documentation to support the evaluation of the internship experience and to confirm participation for a successful audit. Students are expected to complete all documentation and activities required by the instructor in order to meet the requirements for a successful audit (grade of V). Students may update their experiential learning placement form(s) and upload the required reports listed below at any time during the term. Employers/supervisors are also invited to submit an internship evaluation to provide additional feedback on the internship experience. Because this submission is outside the student's control, employer/supervisor final evaluations are optional and are not required for the student to meet course requirements.

### *Student Assignments*

- **Goals & Objectives Quiz:** Students are asked to provide detailed information about their professional development goals for the semester while they are interning (available on Canvas).
- **Mid-Term Check-in Online Quiz:** Students are asked to complete a mid-term check-in online survey to share their internship progress and any concerns raised during their internship (available on Canvas & Qualtrics).
- **Employer Final Evaluation:** Supervisors of students will be asked to submit an evaluation of the student's performance at the end of the semester (will be sent by the Career Center on your behalf).
- **Student Work Report:** Students will be asked to submit a self-evaluation of their performance at the end of the semester (available on Canvas).

Because this course is audited, required items are evaluated on a completion basis tied to the requirements for a successful audit. If a student misses a required submission, the student should contact the instructor as soon as possible to discuss a plan to complete the requirement.

## Course Registration

Once students have secured an internship and have had their internship reviewed and approved by the GPE/Career Center, students will be enrolled in one of the corresponding courses below.

- **INTN 6003:** Supervised work experience for Master's and Ph.D. student interns working 6 - 9 hours per week in their field of study for a semester. This course registers the student for 3 audited credits.
- **INTN 6004:** Supervised work experience for Master's and Ph.D. student interns working 10 - 15 hours per week in their field of study for a semester. This course registers the student for 4 audited credits.
- **INTN 6006:** Supervised work experience for Master's and Ph.D. student interns working 16 - 20 hours per week in their field of study for a semester. This course registers the student for 6 audited credits.
- **INTN 6009:** Supervised work experience for Master's and Ph.D. student interns working 21 -31 hours per week in their field of study for a semester. This course registers the student for 9 audited credits.
- **INTN 6012:** Supervised work experience for Master's and Ph.D. student interns working 32 - 40 hours per week in their field of study for a semester. This course registers the student for 12 audited credits.

### **Accommodations for Students with Disabilities**

If you are a student with learning needs that require special accommodation, [contact the Office of Disability Services](#) (404-894-2563) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

### **Student-Faculty Expectations Agreement**

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. [The Student-Faculty Expectations](#) articulate some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.

### **Title IX Commitment and Resources**

The Georgia Institute of Technology is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The Institute embraces human diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

- What is Title IX?  
Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Under Title IX, discrimination includes sexual harassment, sexual violence, dating violence, domestic violence, and stalking.
- Prohibited Discrimination  
Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.
- Reporting and Resources: If you experience any form of sex or gender-based discrimination or harassment during your internship, it is important to know that Georgia Tech provides supportive measures and resources to help you navigate the reporting process and access the support you need.
  - Please look over the Institutes Supportive Measures: [Supportive Measures | Equity & Compliance Programs \(gatech.edu\)](#)

- If you would like to make a report of sex or gender-based discrimination, harassment, or violence, or if you would like to know more about your rights and resources on campus, you can consult the following resources:
  - [Equity & Compliance Resources | Equity & Compliance Programs \(gatech.edu\)](#)
  - [Prohibited Conduct \(Policies\) | Equity & Compliance Programs \(gatech.edu\)](#)
- For more information, see the Institute's Equal Opportunity, Nondiscrimination, and Anti-Harassment Policy.

***Please note that if you need to disclose any Title IX issues while on your work term, GPE and the Career Center are dedicated to ensuring assistance as you complete the appropriate steps for reporting.***

*This syllabus is subject to change. Students will be notified of syllabus updates via email.*