

HTS 4695. HTS Internship (Credit).

Course Information

Course Prefix and Number: HTS 4695

Credit Hours: 3 credit hours

Instructor: Allen Hyde

Course Description

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 4695 allows juniors and seniors to participate in an unpaid internship for which they earn between 1 – 12 hours of pass/fail 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 (Sonya Boadu).

Course Learning Outcomes

By enrolling in this course, students will:

- 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.
- Students will create a final summative project, presentation, or paper, as appropriate for the type of internship performed.

Required Course Materials

No textbooks or materials are required. Resources are determined in consultation with the instructor.

Grading Policy

Participation in regular meetings with instructor, including completion of agreed readings and responses: 100%

A>90; B>80; C>70; D>60

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, a brief description of the content of the internship, and details on the agreed-upon final project to be completed by the student. See item #5 for examples of acceptable final projects.

(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.

(5) Final Project: The student must complete a final project, as agreed upon with the Internship Coordinator. Information on the project will be included in the Undergraduate Internship approval form. Different kinds of internships lend themselves to different kinds of final projects, so the appropriate projects for different internship sites will vary. Some acceptable final projects include:

- Final summary paper, reflecting on the student's experiences, what was learned, and how the internship fit with content being learned in the classroom (7 – 9 pages).
- Intellectual journal, reflecting on the student's experiences, what was learned, and how the internship fit with content being learned in the classroom. Unlike the final summary paper, it can be individual entries, as opposed to a cohesive narrative (10 – 12 pages).
- Research poster, appropriate for presentation.
- Informational Powerpoint, appropriate for presentation (15 minutes).
- Informational website.

Attendance Policy

This course does not include scheduled class meetings, except with the internship site. The frequency and format of student–faculty contact are determined by mutual agreement and are consistent with the number of credit hours for which the student is enrolled.

Academic and Research Honesty/Integrity Statement

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 the [Student Code of Conduct](#) and the [Academic Honor Code](#).

Students are expected to perform research in an ethical and responsible manner. All Doctoral and Master's Thesis students are required to take the [Responsible Conduct of Research training](#), and it is expected that students abide by the principles taught in that training while performing research.

Any student suspected of cheating or plagiarizing on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Allegations of scientific or scholarly misconduct are handled in accordance with the procedures outlined by the [Policy for Responding to Allegations of Scientific or Other Scholarly Misconduct](#).

Core IMPACTS

Not applicable

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, [contact the Office of Disability Services](#) 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

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](#) articulates 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.