

# Science and Society Internship

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## INSTRUCTOR INFO

**Professor:** Mary Holder, PhD

**Please call me:** Dr./Prof Holder or Dr./Prof H.

**Pronouns:** she/her/hers

**Ask me about:** Anything related to the class, real-world applications of psychology and neuroscience, becoming a psychology or neuroscience major, getting involved in research, graduate school and other psychology or neuroscience-based careers

**Email:** [mary.holder@psych.gatech.edu](mailto:mary.holder@psych.gatech.edu) (please use PSYC 4695 in the subject line).

## COURSE MEETING TIMES

Each intern will arrange with their supervisor the internship hours per week.

Three (3) internship hours/wk correspond to one (1) credit hour. In addition, as needed, meeting times between the student intern and Associate Chair of Undergraduate Studies (Dr. Holder) will be arranged at the convenience of both parties.

## COURSE DESCRIPTION

The purpose of this course is to provide the student with authentic job- related experiences in a psychology-related organization. This experience should expose the student to research and/or application of psychological knowledge in a social sciences profession. The internship experience must be at a unit or agency approved by the School of Psychology.

PSYC 4695 corresponds to internship positions that are **not** paid by the unit or agency, and the student can elect to complete for letter grade, pass/fail, or audit. PSYC 4695 can be used as a psychology elective if taken for a letter grade.

## COURSE MATERIALS AND RESOURCES

There are no set course materials for the Science and Society Internship program. Please work with your daily supervisor to determine what materials you will need to bring with you. All other materials should be provided by the internship.

## LEARNING OBJECTIVES

The purpose of this course is to provide the student with authentic job- related experiences in a psychology-related organization.

1. To become familiar with the organizational structure of the unit or agency including the role and function of staff members.
2. To become familiar with the philosophy, mission and goals of the unit or agency.
3. To be aware of and comply with unit or agency standards that assure a safe working environment.
4. To perform supervised research, analytical skills, or similar psychology-related training per objectives defined by the unit or agency.

## EVALUATION AND ASSIGNMENT OF GRADE

Students in the internship program will receive a grade based upon attendance and performance in the internship, completion of the internship contract, a progress report, and a final internship report.

Assessment Type	Total Points
<b>Internship performance</b>	60
<b>Internship contract</b>	5
<b>Progress Report</b>	15
<b>Final Report</b>	20

Internship attendance and performance: This course gives academic credit for the workplace experience. Dr. Holder will confer with your supervisor to determine this grade based upon your attendance in workplace, your professionalism, and the quality of your work.

Internship contract: One of the most important aspects of learning to work in a professional environment is to articulate and set goals. It is also important to discuss mutual expectations and agree upon the set of working parameters. The internship contract is to serve as a basis for discussion of mutual goals and expectations. This contract will also serve as a basis for the internship performance grade.

Progress Reports: Approximately mid-semester, the student should submit a 1-2 page progress report to include a summary of your recent activities, a reflection on the relevance of those activities to psychology and public service, and your goals for the remainder of the internship. Your writing should be professional but does not need to be overly formal. This assignment is not asking for an hour-by-hour synopsis of your duties, rather a general summary that highlights your activities, perhaps including what you enjoy the most or what has been most intriguing.

Final Paper: At the end of the semester, each student will submit a technical report of their Internship activities, written in formal language (which may include scientific manuscript style or a report specific to the internship site). This document should include the minimum following components: Title, Executive Summary, Introduction, Methodology, Results, Discussion, and References. Specific questions regarding formatting, length (minimum is 5 pages excluding figures and citations), focus, etc. should be discussed with the instructor of record, and will vary according to each student's area of psychological focus and site duties.

## COURSE POLICIES

### Georgia Tech Inclusive Values Statement

At Georgia Tech, we see different backgrounds and perspectives as essential to learning, discovery, and creation. We strive to remove barriers to student success, and to build a welcoming community where everyone has the opportunity to contribute to our mission. As [outlined in our strategic plan](#), we want to create an environment of holistic learning where all individuals can grow and learn to lead healthy, purposeful, impactful lives.

### Criteria to Determine Course Grade

This course is graded on a straight scale – you are not competing against anyone else for your grade.

Your final grade will be assigned as a letter grade according to the following scale:

Letter Grade	Percentages	Points
A	90 – 100 %	900+ pts
B	80 – 89.99 %	800 – 899 pts
C	70 – 79.99 %	700 – 799 pts
D	60 – 69.99 %	600 – 699 pts
E	0 – 59.99 %	< 600 pts

We highly recommend that you keep track your own scores. The grade estimates in Canvas are often inaccurate.

**Grade Changes & Regrade:** Grades are not negotiable commodities. However, mistakes can and do occur. If you feel an assignment has been incorrectly scored, notify your instructor by email as soon as possible. Any requests for adjustment of grades must be submitted in writing within seven (7) days of the grade posting. In all cases, the entire assignment will be re-evaluated and a final, revised grade (higher or lower) will be assigned, if warranted. In addition, the instructor reserves the right to re-evaluate and re-assess previous assignments, if warranted.

Final grades are determined based upon the criteria outlined above. Requests for grade rounding or exceptions are not considered in fairness to all students and to prevent conversations from running afoul of the Academic Honor Code. This type of request is asking your instructor to alter the academic grade or rating so as to obtain unearned academic credit, which is a violation of the Academic Honor Code.

The Honor Code states, “*Students are expected to act according to the highest ethical standards. The immediate objective of an Academic Honor Code is to prevent any Students from gaining an unfair advantage over other Students*”.

**Extension, Late-Work and Make-ups:** No make-up exams will be administered unless you have documented reasons of illness, family emergency, or participation in [approved Institute activities](#) (such as field trips and athletic events, see the [catalog](#) for more information regarding exam policies). It is expected that should an approved absence and/or religious holiday conflict with the submission deadlines or internship obligations, the submissions should be submitted early and that the student communicate directly with their supervisor.

**Submitted Work Policy:** It is your responsibility to ensure that the instructional team is able to grade your work. In addition, all work needs to be accessible for screen readers; this means that screenshots of the work are not acceptable. You should submit your work in the form of word.doc or pdf. This means that you need to check the formatting of your work after you submit it in Canvas. If your work is blank, the document converted your text into symbols, the file format is corrupted or unreadable, etc., that work cannot be assessed and will be scored as a zero (0). If you submit a replacement file after the deadline, it will be subject to the late policy.

### Collaboration and Communication:

As part of your internship, you will often work in teams. However, any materials you submit must be authored by you alone or appropriately sourced via primarily literature (e.g., via APA formatting) and delineating your role within a project (i.e., what is yours vs. what is from others).

Requirements of your specific internship may also include redaction of specific details in your communication. It is best that you check with your employer the level of information you are allowed to share freely and follow the employer's and Georgia Tech's standards closely.

Academic Integrity: Georgia Tech seeks to cultivate a community based on trust, academic integrity, and honor. This Honor Code helps maintain an optimal learning environment that foster academic and scholastic integrity. These include respecting the intellectual property of others, submitting your own individual work unless otherwise allowed by an instructor, and protecting your own academic work from misuse by others. All students are assumed to have read the GT Academic Honor Code and consented to be bound by it.

This Academic Honor Code prevents any students from gaining an unfair advantage through academic misconduct while supporting your ability to develop your own cognitive skills. For this class, specific examples of academic misconduct and dishonesty include:

- Plagiarism: the unattributed use of words and/or ideas of another person. Examples include but are not limited to: words written by another person (including yourself for a previous class) or lifted from the internet with and without proper citation; ideas taken from another person without proper citation.
- Unauthorized collaboration: working with someone else on graded work (e.g., assignments, quizzes, or presentations) without explicit permission from the instructor
- Use of unauthorized aids (including, but not limited to, online 'homework' help sites) during quizzes.
- Not submitting the exams prior to leaving the classroom and continuing to edit your responses.
- Unauthorized use of generative AI in which students copy and paste from the AI-based assistance on graded work (see Policy on Use of Generative AI below).

In short, produce your own work unless you are told otherwise. You are more than welcome to use your notes and work with others for pretty much every aspect of the course except the exams; you just need to make sure that the assignments and writing you submit are ultimately your own.

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.

### Policy on Use of Generative AI for class work:

In this class we treat AI-based assistance, such as ChatGPT and Copilot, the same way we treat collaboration with other people: for individual assignments, you are welcome to talk about your ideas and work with other people, both inside and outside the class, as well as with AI-based assistants. Please be aware that everything that you give to the AI model becomes data that is used to train the model. **Do not** upload anything generated by your instructors (including but not limited to slides, assignments, or rubrics) or your workplace to a generative AI model as that would constitute theft of intellectual property.

However, all work you submit must be your own. You should never include in your assignment anything that was not written directly by you without proper citation (including quotation marks and in-line citation for direct quotes).

Including anything you did not write in your assignment without proper citation will be treated as an academic misconduct case. If you are unsure where the line is between collaborating with AI and copying AI, we recommend the following heuristics:

*Heuristic 1: Never hit “Copy” within your conversation with an AI assistant. You can copy your own work into your own conversation, but do not copy anything from the conversation back into your assignment.*

Instead, use your interaction with the AI assistant as a learning experience, then let your assignment reflect your improved understanding.

*Heuristic 2: Do not have your assignment and the AI agent open at the same time. Similar to the above, use your conversation with the AI as a learning experience, then close the interaction down, open your assignment, and let your assignment reflect your revised knowledge.*

This heuristic includes avoiding using AI directly integrated into your composition environment: just as you should not let a classmate write content or code directly into your submission, so also you should avoid using tools that directly add content to your submission.

Deviating from these heuristics does not automatically qualify as academic misconduct; however, following these heuristics essentially guarantees your collaboration will not cross the line into misconduct.

**Institute Approved Absences (including accommodations for religious observances):** Any letter for Institute approved absences (e.g., conference presentations, athletic events or competitions, religious absences, and/or health emergencies) should be given to the instructor as soon as possible. If you are requesting an absence due to religious observations, those could be made informally with the instructor or via the [request form submitted to the registrar](#). These religious absences should be requested within the first two weeks of the semester. Please see the registrar’s page for more information about approved absences.

**Learning Accommodations:** We have designed this course with principles of Universal Design for Learning in mind to try to make this course accessible for all. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment of achievement, please notify me as soon as possible so we can resolve the issue. Students with disabilities should also contact the Office of Disability Services (ODS), whose purpose is to collaborate with students, faculty, and staff to create a campus environment that ensures all students have an equal opportunity to access the Georgia Tech community. ODS can be reached at 404.894.2563, [dsinfo@gatech.edu](mailto:dsinfo@gatech.edu), or <https://disabilityservices.gatech.edu>. Please contact us ahead of time to discuss any issues related to disabilities. We are happy to work with you.

**Mobile Technology Usage:** Being connected via mobile devices is valuable in today’s world. However, connectedness online can often read as disconnected at your internship. Please use discretion with

mobile devices at your work and specifically ask if there are 'No-Phone Zones' or policies in your workplace.

### Modified Campus Operations / Digital Learning Days:

In the event of incremental weather or other reasons for campus shutdown students should expect to move to a virtual class session (using the instructor's zoom link found above) at the regularly scheduled class time, unless otherwise specified via Canvas Announcement. Depending on the day(s) that campus is closed we may choose to hold class via zoom, assign an alternative assignment for students to work on (replacing an in-class activity), or give students free time to work on their group projects. In the unlikely event that an exam/quiz is scheduled for that time/day then we will move it to the next in-person class.

### Email Policy:

Please email both using our direct gatech email address on all matters. You should expect a response within 24 – 48 business hrs. In addition, please use PSYC 4695 in the subject line to help us quickly identify the context of your email. Please do not use the Canvas email platform or Canvas messages.

## **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. See [the Student-Faculty Expectations](#) for an articulation of some basic expectation that you can have of me and that I have of you. We strive to remove barriers to access and success, and to build a learning community where people of all backgrounds have the opportunity to learn and contribute to our mission. As outlined in our [strategic plan](#), we want to create an environment of holistic learning where all individuals can grow and learn to lead healthy, purposeful, impactful lives. 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 and realize that those ideals extend to you as a representative of Tech when off-campus.

### **Internship Progress:**

We are committed to providing a quality learning and developmental experience for each of our student-interns and welcome your feedback on how we can improve the experience. Therefore, we will periodically check-in with both you and your employer during the duration of your internship. However, there may be occasions where you or your employer may feel the need to reach out to us. Often, this can be because expectations you jointly determined in your Student Work Plan are not being met.

Usually, an informal, open and honest discussion can solve most issues. When issues arise that cannot be dealt with in a direct manor, or for which a direct conversation is insufficient, the following formal procedure for grievances and complaints exists.

### How to Make a Complaint

To register a formal complaint, please contact Dr. Holder by email: [mary.holder@psych.gatech.edu](mailto:mary.holder@psych.gatech.edu) providing a full description of the issue and resolutions that have been attempted to date. Please include each party's full name, and the date(s) of any events.

### What Will Happen Next

Upon receipt, you will receive an acknowledgement of your complaint. We may contact you for further information. You will receive a formal response within five working days to your complaint. Any further required action taken will be determined on a case-by-case basis.

### Misconduct and Major Grievances

If the complaint involves an allegation of misconduct or gross misconduct by you, your employer or another staff member with whom you work, we will contact you immediately and ensure that you do not have any further contact with that individual. This may be done in conjunction with your supervisor and/or HR at their unit or agency. Due to the nature of such complains, we cannot promise confidentiality, but we aim to keep matters private.

It is important to recognize that we all work as a team and establishing positive, cordial and professional relationship is very important in helping avoid major issues that lead to major grievances.

### Achieving Resolution

If satisfactory resolution of an issue does not occur, a written, formal complaint should be directed to Dr. Tansu Celikei, Chair of Psychology at [celikei@gatech.edu](mailto:celikei@gatech.edu). This action is requested to occur only after sufficient time and all resolution options have been exhausted.

All complaints and grievances will be kept on file along with resolution outcome for a period of five years. Note that grievances lodged against you may affect your current and/or future ability to participate in the internship program.

**As participants in the internship program, you are expected to discuss and share this syllabus, particularly the course objectives and internship progress sections, with your employer.**

## **ON ACADEMIC AND PERSONAL SUPPORT**

### Undergraduate Student Academic Success Resources

A list of resources for undergraduate students' academic success and information about advising can be found at [Success at Tech](#).

### Student Well-Being

At Georgia Tech, we are concerned about your overall physical, social, and mental well-being. You are recognized as a human being navigating life's ups and downs. You may experience stressors that can impact both your academic journey and your personal wellness. These may include academic pressure and challenges associated with relationships, mental health, alcohol or other drugs, finances, etc.

If you are experiencing disruptive challenges, seeking help is a courageous thing to do for yourself and those who care about you. A [comprehensive list](#) of wellness related resources has been compiled and maintained by the Office of the Vice President for Student Engagement and Well-being.

- In an emergency, please call Georgia Tech Police Department at (404) 894-2500 or 911.
- For immediate mental health support, you can call the Center for Mental Health Care and Resources at (404) 894-2575.
- You can call or text 988 or chat at [988lifeline.org](https://988lifeline.org) for yourself or if you are worried about a loved one who may need crisis support.