

NTA 2695/4695. Fall 2026

WASHINGTON DC INTERNSHIP CLASS

Purpose & Objectives

The GTDC internship is intended to foster learning by supporting active participation and introspection into the internship experience. To receive credit for the course, students will perform their assignment as required by the employer, reflect on their experiences through weekly journal writings, and prepare a research paper analyzing their work experiences relative to concepts or theories from the social sciences or policy studies. Each student will be assigned a faculty advisor.

Grading Criteria

Students will be awarded grades based on the following criteria:

Journal	40 percent
Assessment from supervisor	40 percent
Final Project	20 percent

Journal

Students will be required to keep a weekly journal. The work environment can be complex and fast paced. A journal will help you understand your role, work, and progress. You should reflect on your tasks, difficulties, insights, your opinions, and reactions, and discuss problems, contradictions, political issues, human behavior, etc. Your perspectives are likely to evolve during the semester. This is a project notebook, where the “project” is both your work and your personal development. Be sure to include reflections on how classroom learning has provided useful insight into (or is contradicted by) your experience. Each weekly entry should be 250-500 words length. Journal entries for each week must be by Sunday 9pm on CANVAS. The penalty for late submissions is 1 percent. Journals will be graded based on timely submission, quality of commentary, and use of proper grammar and punctuation.

If you have weeks in which you are not working at an internship, you are required to attend a minimum of three public events or two public events and one informational interview. Please

discuss with your faculty advisor how to locate the professionally relevant events and people for informational interviews.

Attendance

Students are expected to be present at their assigned place of work each working day as prescribed by the internship supervisor. Students should notify their office if they are unable to report to work during the assigned working hours for any reason, and should document the reasons (e.g., by email notifications) to the supervisor and the faculty advisor.

Final Paper

The primary deliverable for this course is a paper or final project. The paper or project will reflect the work you've done to the extent that it is possible. The appropriate length will be determined by the faculty advisor and student. We will discuss this at the beginning of the semester.

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Policies & Regulations

The instructor of record reserves to the right to alter these requirements with reasonable notification of enrolled students.

Georgia Tech Honor Code

All students are expected to abide by the Georgia Tech Honor Code in these courses, as well as all Institute courses. The complete code can be found online at <http://www.honor.gatech.edu>

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, especially Appendix A: Graduate Addendum to the Academic Honor Code. Georgia Tech's Academic Honor Code applies. AI-generated writing is prohibited.

Grading Scale

A: 100–90, B: 89–80, C: 79–70, D: 69–60, F: 59–0

Late Work and Absences

Assignments submitted after the deadline incur a 10% penalty per day. Approved accommodations may apply.

Support Resources

GT Communication Center, Office of Disability Services, Center for Academic Success, and Counseling Center. 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.

Course Schedule

See syllabus for full list of dates and topics.