

PUBP 4652: Office of Legal Affairs (OLA)/Office of General Counsel (OGC) Internship – Syllabus

3.0 credit hours, Fall 2026

Prof. McNeil – Co-Director – Law, Science, and Technology (LST) Program

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Office Hours: TBD

General Information

Catalog Description

Supervised professional internship with the Georgia Tech Office of Legal Affairs.

Pre- &/or Co-Requisites

There are no pre- or co-requisites for enrollment in this course, however enrollment is only for students who have secured an internship with the Office of Legal Affairs (OLA)/Office of General Counsel (OGC) for the semester, and registration for the course is by permit only. Course credit is provided in lieu of compensation, so long as the requirements set forth in this syllabus are satisfied and a passing grade is received in the course.

Course Supervision

You will be assigned an internship supervisor by OLA/OGC. This is the person to whom you will formally “report” as an intern within the Office and who will oversee your work. Questions re: work schedule for a particular week, work assignments, and other items specific to the work for OLA/OGC should be directed to your internship supervisor.

Prof. McNeil, the LST Director, will oversee the various requirements you must meet to receive course credit for the internship. You will submit weekly reports of your hours, along with a weekly reflection to Prof. McNeil, and you can also come to him with any questions, concerns, or matters you’d like to discuss,

The substance of the work you do for OLA/OGC may involve confidential and privileged matters, and details of those should not be shared with Prof. McNeil, or anyone else outside of OLA/OGC.

Course Goals and Learning Outcomes

Upon successful completion of this course/internship, you should be able to:

- Teach students about legal issues in government and higher education by working on real-world projects and active reflection on their experiences.
- Develop practical skills, including research, writing, problem solving, communication, teamwork, and advocacy.
- Develop professional skills, including time management, professionalism, and giving and receiving feedback.
- Provide students with an in-depth and holistic understanding of working as in-house counsel in higher education.

Course Requirements & Grading

There are three course requirements, all of which must be completed, to pass this course. **Failure to complete *any one* of these requirements prior to the final day of classes will result in receiving a grade of F for the course.**

- Work a total of 180 hours in your internship with OLA/OGC
- Timely Submission of Weekly Reports/Reflections to the LST Director
- Successful Legal Topic Presentation to OLA/OGC and the LST Director

Grading Scale

Your grade in this course will be based upon three progress reports from your OLA/OGC supervisor, the quality and timely submission of your weekly reports/reflections to the LST Director, and your presentation on a legal topic given to OLA/OGC and the LST Director. You have the opportunity to earn **1000** points over the course of the semester. Your total points earned will be divided by **1000** to determine a percentage grade, and your final grade will be assigned as a letter grade according to the following scale:

A	90 – 100%
B	80 – 89%
C	70 - 79%
D	60 – 69%
F	Below 60% OR failure to complete any one of the three course requirements outlined in the section above

Progress Reports from OLA/OGC Supervisor

220 points each X 3 reports = 660 points

Every five weeks, you will meet with your OLA/OGC supervisor for a Progress Report. At this meeting, you will discuss your work and performance. You will also review your progress toward the requirement of working 180 hours over the course of the semester. Your supervisor will assign you up to 200 points toward your final grade at each progress report, and they will also verify the number of hours you have worked in the preceding five weeks, in a document that will be shared with both you and the LST Director.

In the final five-week progress report submitted at the end of the semester, your supervisor may also indicate to the LST Director that they desire to adjust your grade upward for either of the prior two progress reports. This could happen if, for example, you struggled with some aspect of being successful in the internship during the first five weeks and received a slightly lower grade on that progress report, however you since have done amazing work and adjusted to the job, and they want your overall grade to reflect that.

Finally, a note on hours worked. You **MUST** work 180 hours over the course of the semester to pass this course. This averages 12 hours per week of the 15-week semester, however it is up to you and your

OLA/OGC supervisor how to schedule your time and track it between the two of you. You may agree that you will work a higher or lower number of hours during particular weeks based upon both of your needs, so long as you reach the total of 180 before the final instructional day.

Weekly Reports/Reflections to the LST Director

10 points each X 14 reports = 140 points

Each week of the semester, you will upload a weekly report/reflection in Canvas by 12 noon on Monday. This document will include the number of hours you worked in the week prior, the cumulative hours you have worked over the semester, and a narrative section in which you reflect on the week prior. You **MUST** use the template provided for the weekly report/reflection, and the document must be uploaded on Canvas prior to the time it is due in order to receive credit. Late submissions without prior approval will not be accepted. Due dates for each week's report/reflection are listed in Canvas, and they will be adjusted if Monday of a particular week is a holiday. You must submit a report/reflection each week one is due, even if you did not work that particular week due to scheduling reasons.

This is your opportunity to reflect on how the internship is helping you develop professionally and personally, what you're learning in the internship, challenges you may be facing in the internship, and anything else you find relevant to your experience.

Based on the content of these reflections, Prof. McNeil may also follow up with you to discuss any concerns you may have, challenges you are facing, etc., in order to help you move forward successfully in the internship. No confidential information about substantive matters on which you are working should be shared in these reflections.

Your grade will be based both on the completion and quality of your reflection.

Legal Topic Presentation

200 points

During the semester, you will choose a legal topic, in consultation with your OLA/OGC supervisor, about which you will give a presentation to representatives from OLA/OGC and the LST Director during the final five weeks of your internship. The topic chosen should be something that is both interesting to you and of benefit to OLA/OGC. The presentation will be given at a time and place agreed upon by you, OLA/OGC, and the LST Director, and your grade will be based upon both the content of your presentation and how it is presented.

Course Materials

Course Text

There is no required text for this course.

Additional Materials/Resources

Templates for your weekly reports/reflections are provided on Canvas.

Course Website

There will be a course website on Canvas. Canvas will be used for submission of weekly reports/reflections, as well as grading.

Course Expectations & Guidelines

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. For information on Georgia Tech's Academic Honor Code, please visit <http://www.catalog.gatech.edu/policies/honor-code/> or <http://www.catalog.gatech.edu/rules/18/>.

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

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, contact the Office of Disability Services at 404.894.2563 or <http://disabilityservices.gatech.edu/>, 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. See <http://www.catalog.gatech.edu/rules/22/> for an articulation of 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.

Additional Resources for Students

I want to see you succeed not just in this course, but at Georgia Tech and during this time of your life in general. If you need assistance in the course, or in other areas, please don't hesitate to reach out for help. Resources to keep in mind if you're facing challenges while at Tech include the Dean of Students (<https://studentlife.gatech.edu>), the Counseling Center (<https://counseling.gatech.edu>), the GT Police (<https://police.gatech.edu>), Stamps Health Services (<https://health.gatech.edu>), and the LGBTQIA Resource Center (<https://lgbtqia.gatech.edu>). Your instructor has also completed LGBTQIA Safe Space training.

If you are having issues with housing, food insecurity, clothing, or other financial issues, please be aware of possible assistance available to you through the STAR Program (Students' Temporary Assistance and Resources). More details on the STAR Program are available at: <https://studentlife.gatech.edu/content/star-services>

Inclusion

The Ivan Allen College of Liberal Arts supports the Georgia Institute of Technology's commitment to creating a campus free of discrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status. We further affirm the importance of cultivating an intellectual climate that allows us to better understand the similarities and differences of those who constitute the Georgia Tech community, as well as the necessity of working against inequalities that may also manifest here as they do in the broader society.

Course Schedule - Weekly Report/Reflection Due Dates (Intern uploads in Canvas by noon on dates listed)

Monday, August 31

Tuesday, September 8

Monday, September 14
Monday, September 21
Monday, September 28
Wednesday, October 7
Monday, October 12
Monday, October 19
Monday, October 26
Monday, November 2
Monday, November 9
Monday, November 16
Monday, November 23
Monday, November 30

OLA/OGC Progress Report Due Dates (OLA/OGC Supervisor emails to Student and LST Director on or before dates listed – Please put these dates on your calendar and remind your supervisor to send these)

Friday, September 25
Friday, October 30
Friday, December 4

Legal Topic Presentation

To be scheduled by the intern during the final weeks of classes (November 16 – December 8) at a time agreed to by OLA/OGC, LST Co-Director, and the Intern.