

Course Syllabus

PUBP 4651 Public Policy Internship

Purpose & Objectives

The public policy 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, complete assignments required by the instructor, reflect on their experiences through weekly journal writings, and prepare a final paper analyzing their work experiences relative to their career goals.

Class Meetings

Virtual/conference calls every two weeks.

Grading Criteria

Students will be awarded grades based on the following criteria:

Assignments 33%

Check-in - 15 minutes, every two weeks) 13%

Mid Term Assessment 14%

Journal 20%

Final 20%

Journal

Students will be required to keep a daily/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. Journal entries for each week must be submitted electronically every two weeks prior to the check-in.

B-weekly Check-In

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.

Assignments

Assignments focus on the alignment between the internship and career goals.

Final Paper

The final focuses on a reflection of the student's experience in the internship as it relates to the student's expectations and career goals.

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>.

Course Summary:

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Date	Details	Due
Fri Sep 4, 2026	Assignment Goals Assignment	due by 5pm
Fri Sep 11, 2026	Assignment Future Role	due by 5pm
Fri Oct 16, 2026	Assignment Mid Term Assessment	due by 5pm
Fri Oct 23, 2026	Assignment Your Ideal Resume	due by 5pm
Thu Dec 3, 2026	Assignment Check-ins Every Two Weeks	due by 12:30pm
Tue Dec 8, 2026	Assignment Final	due by 5pm
	Assignment Journal	due by 5pm