<div align="center">

HSOC Undergraduate Internship Course Approval
(HTS 2694, 2695, 4694, 4695)

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This form should be completed with the Internship Coordinator. Schedule an appointment at https://gatech.gradesfirst.com.

HTS 2694- Internship for Pay, Freshmen and Sophomores (Audit Credit Only)[1]
HTS 2695- Internship for Credit, Freshmen and Sophomores (Pass/Fail Credit Only)[2]
HTS 4694- Internship for Pay, Juniors and Seniors (Audit Credit Only)[1]
HTS 4695- Internship for Credit, Juniors and Seniors (Pass/Fail Credit Only)[2]

[1]*Credit earned on an audit basis does not count towards your degree.*
[2]*Up to six hours of pass/fail credit may be used for HTS electives. Refer to the Institute policy on maximum pass/fail hours allowed at http://www.catalog.gatech.edu/rules/10.*

Student's name: _____

GT ID: _____ Email: _____

Internship organization name: _____

Supervisor's name: _____ Supervisor's phone #: _____

Supervisor's email: _____

Term of undergraduate internship (circle one):   Fall   Spring   Summer   20_____

Undergraduate standing during term of internship (circle one): Freshman   Sophomore   Junior   Senior

Approximate number of hours per week working at site: _____ = _____ credit hours

1 credit	=	3 – 5 hours per week	7 credits = 21 – 23 hours per week	
2 credits	=	6 – 8 hours per week	8 credits = 24 – 26 hours per week	
3 credits	=	9 – 11 hours per week	9 credits = 27 – 29 hours per week	
4 credits	=	12 – 14 hours per week	10 credits = 30 – 32 hours per week	
5 credits	=	15 – 17 hours per week	11 credits = 33 – 35 hours per week	
6 credits	=	18 – 20 hours per week	12 credits = 36+ hours per week	

Are you performing the internship for pass/fail credit or pay? _____ Course number: _____

Brief description of internship: _____

_____

_____

HTS 2695 and 4695:

For students completing unpaid internships for pass/fail credit, a final project is due via email to the internship coordinator, no later than 5:00 PM on the first day of final exams. Refer to the syllabus for suggested final projects.

Final project format: _____

Student's signature: _____

Internship coordinator's signature: _____

Date: _____