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

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

1Credit earned on an audit basis does not count towards your degree.
2Up 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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours per week</th>
<th>Credits</th>
<th>Hours per week</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>3 – 5 hours per week</td>
<td>7</td>
<td>21 – 23 hours per week</td>
</tr>
<tr>
<td>2</td>
<td>6 – 8 hours per week</td>
<td>8</td>
<td>24 – 26 hours per week</td>
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<tr>
<td>3</td>
<td>9 – 11 hours per week</td>
<td>9</td>
<td>27 – 29 hours per week</td>
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<tr>
<td>4</td>
<td>12 – 14 hours per week</td>
<td>10</td>
<td>30 – 32 hours per week</td>
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<tr>
<td>5</td>
<td>15 – 17 hours per week</td>
<td>11</td>
<td>33 – 35 hours per week</td>
</tr>
<tr>
<td>6</td>
<td>18 – 20 hours per week</td>
<td>12</td>
<td>36+ hours per week</td>
</tr>
</tbody>
</table>

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: ___________________________