

School of History and Sociology

Guidelines for Internships and Special Problems Courses

I. Course Numbers

HTS 4990 is reserved for unpaid internships. HTS 2927 - 2929 and 4925 - 4929 are for “special problems courses,” that is, individual instruction arranged between faculty and students. *These are distinct from special topics courses and from undergraduate research conducted with a faculty member.*

II. Scheduling

Faculty who plan to run a special problems course must notify the Associate Director of Undergraduate Studies and provide the following information: student name, email, GT ID number, title of course, and number of credits granted. Then a section of 2927/8/9 or 4925/6/7/8/9 is created, a permit is issued for the section, and the student is notified by email of the CRN to complete registration.

III. Credit

A maximum of 3 credits is allowed for a special problems course. For lighter workloads, 1 or 2 credits may be granted.

A maximum of 6 credits is allowed for an unpaid internship, using the following general guidelines, assuming a 15-week period of work:

5 – 6 hours per week:	1 credit
7 – 9 hours per week:	2 credits
10 – 19 hours per week:	3 credits
20+ hours per week:	4 – 6 credits

For HTS majors, a maximum of 6 hours of HTS special problems and/or internship courses can be counted toward graduation. Internships and special problems courses can be counted as either HTS or free electives.

Paid internships do not receive course credit, but may be eligible for audit credit through the Center for Career Discovery and Development. Consult their website at <http://career.gatech.edu/undergraduate-student/internships> for more information.

IV. Internship Agreements

Internship agreements are completed by the student and the Internship Coordinator.

Agreements assign between 1 and 6 credits for a stipulated amount and type of work, including a final product to be evaluated by the Internship Coordinator or other faculty member if the internship was completed under the supervision of another faculty mentor. They are signed by the concerned parties and copies of agreements are kept by the Internship Coordinator, the student, and the employer.

Typical final products for internships include a written paper, an intellectual journal of the student's activities, or a resource website created by the student.

V. Grade Basis

Faculty running special problems courses are responsible for marking written material and completing final grades on-line. Special problems courses can be taken either for a letter grade or pass/fail. The faculty member and student should refer to the catalog rules and regulations governing pass/fail classes before choosing this option. Students should also consult their academic advisor before registering for such a class.

Internships receive pass/fail grades only. The marking in some cases will be done by the Internship Coordinator, in other cases by other faculty, who will report grades of pass or fail to the Internship Coordinator. The Internship Coordinator is responsible for entering the grade on-line.

VI. Additional Rules Governing Internships

Responsibilities of the Internship Coordinator

- Distributes information regarding available internships
- Develops new internships
- Contacts employer at beginning of internship to discuss expectations for interns and employers
- Negotiates and completes internship agreements with students
- Provides copies of contracts to Director of Undergraduate Studies and employers
- Contacts employer at end of internship
- Meets with students as stipulated in contract
- Meets with students for debriefing at end of internship
- Marks paper/journal/log/web assignments or receives marks from other involved faculty
- Completes on-line grades for all interns

Responsibilities of Interns

- Completes all contracted work
- Meets with internship coordinator to supply feedback