

GRAD 705R: Graduate Internship Experience

Laney Graduate School
Emory University
Summer 2025

Meeting times:	Variable
Credit hours	1-9 Credit Hours
Pre-requisites	Instructor Approval
Instructor:	Katy E. Leonard, Ph.D.
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Office Hours:	By Appointment

Course Description

Internships have the potential to enhance graduate students' transition into a wide range of careers. Open to students in all fields, GRAD 705R allows students to receive course credit for completion of a part-time internship that provides training to broaden students' skills and expand their career options. The internship must relate to the student's research, teaching, and/or career goals and must align with the Department of Labor Fair Labor Standards Act and the [internship definition and criteria](#) of the National Association for Colleges and Employers (NACE).

Learning Goals and Outcomes

GRAD 705R: Graduate Internship Experience is designed to be flexible enough to allow students, programs, and host organizations to develop outcomes that are tailored to the internship experience and are meaningful for the student's professional goals. That said, all students who complete GRAD 705R can expect to conclude the experience with the following:

- The opportunity to explore a career pathway in a hands-on environment
- Strategies for communicating with diverse audiences in a professional setting
- A nuanced understanding of the culture of an organization
- An enhanced professional network

Accessibility

As the instructor of this course, I endeavor to provide an inclusive learning environment. I want every student to succeed. The Department of Accessibility Services (DAS) works with students who have disabilities to provide reasonable accommodations. It is your responsibility to request accommodations. In order to receive consideration for reasonable accommodations, you must register with the DAS at <https://accessibility.emory.edu/students/>. Accommodations cannot be retroactively applied so you need to contact DAS as early as possible and contact us as early as possible in the semester to discuss the plan for implementation of your accommodations. For additional information about accessibility and accommodations, please contact the DAS at (404) 727-9877 or accessibility@emory.edu. For more information and advice on obtaining accommodations in the workplace, visit the [Job Accommodation Network \(JAN\)](#).

Stress Management and Mental Health

As a student, you may find that personal and academic stressors in your life, including those related to illness, economic instability, and/or racial injustice, are creating barriers to learning this semester. Many students face personal and environmental challenges that can interfere with their academic success and overall wellbeing. If you are struggling with this class, please visit me during office hours or contact me via email at katy.elizabeth.leonard@emory.edu. If you are feeling overwhelmed and think you might benefit from additional support, please know that there are people who care and offices to support you at Emory. These services – including confidential resources – are provided by staff who are respectful of students’ diverse backgrounds. For an extensive list of well-being resources on campus, please go to: <http://campuslife.emory.edu/support/index.html>. And keep in mind that Emory offers free, 24/7 emotional, mental health, and medical support resources via TimelyCare: <https://timelycare.com/emory>.

Other Emory resources include:

1. Counseling & Psychological Services
2. Office of Spiritual & Religious Life
3. Student Case Management and Interventions Services
4. Student Health Services Psychiatry
5. Support During A Crisis: A Guide for Faculty & Staff
6. Emory Anytime Student Health Services

Academic Integrity

You are expected to uphold and cooperate in maintaining academic integrity as a member of the Laney Graduate School. By taking this course, you affirm your commitment to the Laney Graduate School Honor Code, which you can find in the Laney Graduate School Handbook. You should ensure that you are familiar with the rights and responsibilities of members of our academic community and with policies that apply to students as members of our academic community. Any individual, when they suspect that an offense of academic misconduct has occurred, shall report this suspected breach to the appropriate Director of Graduate Studies, Program Director, or Dean of the Laney Graduate School. If an allegation is reported to a Director of Graduate Studies or a Program Director, they are in turn required to report the allegation to the Dean of Laney Graduate School.

Assignments and Grading

GRAD 705R is graded S/U and the student’s grade in the course will be determined by the Instructor of Record based upon the completion report and the evaluation form from the host organization. Both reports may be shared with the student’s Director of Graduate Studies after the grade is submitted when requested.

To receive a satisfactory (S) grade, the student must:

- receive a rating from the host of average or above in 7 of the 9 evaluation criteria.
- submit a completion report addressing how well the learning outcomes stated at the beginning of the internship were achieved.
- participate in the internship for the number of hours stated on the internship proposal form.

Course Schedule

The process for receiving credit for an internship in GRAD 705R is overseen by the Office of Professional Development and Career Planning in consultation with the internship host and the student's program.

1. Submit Experiential Activity Proposal Form by May 1, 2025

The student initiates registration in GRAD 705R by completing the [Graduate Internship Experience Proposal Form](#), which broadly outlines the responsibilities, goals, work schedule, and grading policy for the internship. Students must obtain signatures from their mentor, DGS, and (if an international student) ISSS advisor.

2. Receive Approval - *If you are registered in GRAD 705R, you have received approval.*

To receive approval, the proposed internship must:

- reflect work that begins and concludes in a single semester.
- assign the appropriate number of credit hours for the number of hours worked.
- be approved by the student's Director of Graduate Studies and the student's internship advisor
- be consistent with the [seven NACE criteria](#) for an experience to be defined as a legitimate internship.
- demonstrate alignment between the host's expectations and the student's expectations.
- provide a rigorous learning opportunity that is appropriate to receive doctoral-level credit at Emory.
- (if unpaid): the student must not be classified as an employee according to the [FLSA "primary beneficiary test."](#)

3. Submit the Student-Host Agreement Within First Week of Starting Internship

At or before the start of term, the student must work with the host to outline a plan for the internship, including the learning outcomes or goals for the internship, a work schedule, details about financial compensation, and the understanding that the host is required to submit an evaluation of your performance to LGS-PDCP. This [Student-Host Organization Agreement Form](#) (pages 1-2) must be signed by the internship supervisor and submitted to lgs.profdev@emory.edu.

During the Internship

We encourage you to stay in touch with the LGS Office of Professional Development and Career Planning throughout the course of your internship. If you encounter issues with the internship host, please inform our team so that we may offer our support. We want this experience to be positive for both students and hosts – let us help however we can.

At the End of the Internship

1. Obtain Evaluation from Host Within One Week of Completing Internship

Within one week of completing the internship, the host must complete the [Graduate Internship Experience Host Evaluation Form](#) (Pages 3-4). This form must be submitted by the supervisor to lgs.profdev@emory.edu. Note that you must receive a rating of average or above in 7 of the 9 categories to receive a satisfactory grade.

2. Compose Completion Report Within One Week of Completing Internship

Upon the conclusion of the internship, you are required to submit a [Completion Report](#) that details the following prompts:

- Describe the internship activities and highlight any outcomes you achieved and/or new skills or knowledge you acquired.
- Explain how the internship experience furthered your progress toward the PhD and career goals.

The report must be submitted to lgs.profdev@emory.edu.

3. Submit Evaluation and Completion Report to LGS-PDCP

The Host Evaluation Form and the Completion Report must both be submitted to lgs.profdev@emory.edu within one week of completing the internship. If your internship extends beyond the grade deadline, you will receive an IP (work in progress) on your transcript until the completion of your internship.