



GRAD 705R: Graduate Internship Experience Proposal Form

Please fill this form completely and submit to LGS.profdev@emory.edu to enroll in GRAD 705R. This form may be filled electronically.

GRAD 705R allows students to receive course credit for participation in and completion of an unpaid internship wherein students gain training and/or workplace experience that broadens their knowledge base and skillset, and expands their career options. At the conclusion of the internship, the student must submit a written report regarding the internship experience and the internship supervisor must submit a final evaluation form to LGS. Details for both submissions will be available to enrolled students on Canvas.

Date: _____

Student Information

Full name: _____ Emory email: _____

Graduate program: _____

Organization name: _____

Position Title: _____

Internship Area(s) of Focus (please check all that apply):

- | | | | |
|--------------------------------|------------------------------|-------------|------------|
| Research | Outreach/Education | Marketing | Technology |
| Communications | Grant Writing/Administration | Development | |
| Other (please describe): _____ | | | |

Time Period of Internship:

Year _____ **Semester:** Fall Spring Summer

Planned Work Schedule (internships can range between 5-10 hours/wk for the fall or spring semesters for 1-3 credit hours; e.g., 10 hours/week could be for 3 credit hours // internships can range between 5-15 hours for the summer semester for 1-4 credit hours):

Internship Proposal

Describe briefly the duties you will be responsible for during the internship:

Identify three goals you have for this internship experience. What do you hope to learn or take away from the experience? (250 words minimum; please use the allotted space on the next page or add an attachment to this form).



Internship supervisor contact information

Name: _____

Title: _____

Email: _____

Phone number: _____

Student Signature:

Director of Graduate Studies Signature:

[Additional space to identify goals for this internship]: