



# The University of Georgia

Honors Program

## HONORS INTERNSHIP COURSE APPLICATION

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**Directions:** Carefully complete and submit this form and all required attachments to the Moore College front desk by the **last day of exams in the term before you will participate in your internship**. Please note that this document serves as a contract between the student and the faculty advisor who will serve as the instructor of record for this course. Incomplete or illegible forms cannot be processed.

### Student Information:

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Student ID Number (810)

\_\_\_\_\_  
Local Address

\_\_\_\_\_  
Total Hours Earned

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Major(s)

**Course Information:** *Please indicate the course that you would like to receive Honors Internship credit. Specify the number of credit hours that you wish to earn.*

Term and Year of Internship: \_\_\_\_\_

HONS 4800H- Honors Capstone Internship

3 credit hours

6 credit hours

HONS 4801H- Honors Internship (Non-Capstone)

3 credit hours

6 credit hours

Departmental Internship Course - Course Number and Call Number: \_\_\_\_\_

### Faculty Advisor Information:

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Office Address

### Internship Information:

\_\_\_\_\_  
Company/Organization Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Company/Organization Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Company/Organization Website

\_\_\_\_\_  
Contact E-mail Address



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**Attachments:** *In addition to the application forms, please attach the following:*

1. A brief description of the internship, including a description of the company/organization, specific duties and dates of the internship.
2. A listing of the prerequisite coursework that is determined by the student and faculty advisor. (At least 3 credit hours of prerequisites must be in the upper-division.)
3. The course syllabus for the internship course, including academic assignments, a schedule of contacts between the student and faculty member and other pertinent academic information.
4. The letter of verification from the internship host.

**Student Verification:** *By signing below, you indicate that the information that you have presented is accurate to the best of your knowledge. Any changes to the information that has been presented must be reported to your faculty advisor and the Honors Program.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Faculty Verification:** *By signing below, you indicate that you have reviewed the Faculty Advisor Guidelines, and will serve as the instructor of record for the student who has presented this application.*

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

**For Honors Program Use Only**

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Date Received: \_\_\_\_\_

Approved:        Y        N

By: \_\_\_\_\_

Term: \_\_\_\_\_

Call Number: \_\_\_\_\_

Placed on Access List By: \_\_\_\_\_

Linked on I/R Screen By: \_\_\_\_\_

Notes:

## Honors Internship (HONS 4800H & HONS 4801H) Regulations and Application Information

The Honors Internship credit is designed to allow Honors students the opportunity to earn academic credit for participation in an internship under the academic supervision of a faculty advisor. This internship experience differs from volunteering or work experience in that it is directly linked to an academic field of study. Prior to the internship, each student must demonstrate sufficient academic experience in the field related to his/her internship in order to earn Honors Internship credit.

An Honors Internship course may be used as part of the Honors Capstone requirement for Graduation with High or Highest Honors (HONS 4800H only, in combination with an approved Honors undergraduate research course), or as an upper-level Honors elective course within the nine Honors courses required for Graduation with Honors. For some students it may be more advantageous to arrange the internship course through his/her major department, in order for the internship credit to count toward major requirements. Internship course credit that is earned through a departmental course can satisfy the Honors Capstone requirement, if the major course requirements meet or exceed the requirements for HONS 4800H and the student submits the Honors Internship Course Application indicating that he/she will enroll in a departmental course. The internship course must be arranged under the guidance and supervision of a tenured or tenure-track professor from an area of study that is directly related to the field of the internship.

Students participating in internships can earn three or six hours of academic course credit, depending on the number of hours worked. Each Honors internship course is not repeatable. Each course can count as only one Honors course, regardless of the hours of credit awarded. The Honors Internship application form, with appropriate attachments, should be submitted prior to the end of the semester preceding the internship.

### Regulations for Honors Internship Courses

	HONS 4800H	HONS 4801H
<b>Counts as a Part of the Honors Capstone</b>	Yes	No
<b>Minimum Class Standing</b>	3 <sup>rd</sup> year	3 <sup>rd</sup> year
<b>Minimum Work Hours</b>	240 for 3 hours of credit 480 for 6 hours of credit Students can earn a maximum of 6 hours.	240 for 3 hours of credit 480 for 6 hours of credit Students can earn a maximum of 6 hours.
<b>Repeatable</b>	No	No
<b>Course Grading</b>	A-F	Pass/Fail
<b>Prerequisites</b>	Each student and his/her supervising faculty advisor will determine the necessary prerequisite courses based on the academic field of the internship. At least 3 credit hours of the prerequisite coursework must be in the upper-division.	Each student and his/her supervising faculty advisor will determine the necessary prerequisite courses based on the academic field of the internship. At least 3 credit hours of the prerequisite coursework must be in the upper-division.
<b>Employment Verification and Evaluation</b>	Students must submit a letter of verification on the company/organization letterhead, indicating the internship placement and duration of the internship experience. Employers must send the internship evaluation form to the supervising faculty member at the completion of the internship. The evaluation will be sent to the internship contact person.	Students must submit a letter of verification on the company/organization letterhead, indicating the internship placement and duration of the internship experience. Employers must send the internship evaluation form to the supervising faculty member at the completion of the internship. The evaluation will be sent to the internship contact person.
<b>Syllabus</b>	Students must submit a course syllabus that indicates all academic assignments, a schedule of contacts between the student and faculty member and other pertinent academic information.	Students must submit a course syllabus that indicates all academic assignments, a schedule of contacts between the student and faculty member and other pertinent academic information.
<b>Final Project</b>	Students must complete and submit a scholarly research paper that connects the internship and its related academic field of study. A copy of the final paper must be submitted to the Honors Program.	Students must complete and submit a summative reflection paper that details the internship experience. A copy of the final paper must be submitted to the Honors Program.

## Steps to Create an Honors Internship Course

1. Find an internship and receive an offer to work for that organization.
2. Select a faculty advisor (a tenured or tenure-track faculty member from a field of study that is directly related to the academic field of your internship). Contact your potential advisor and ask if they would serve as the instructor of record for your internship course. Your advisor will work with you to maximize the benefit you will derive from this internship experience. He/She will submit your grade when you turn in your final paper at the end of your internship. See the Faculty Advisor Guidelines for additional information for your professor.
3. Complete and sign the application form and include the required attachments.
4. If a student enrolls in a departmental internship course, he/she must complete the Honors Internship application in order to receive Honors credit.

## Faculty Advisor Guidelines

1. Discuss the potential internship opportunity with the student and determine the internship course that best suits the internship experience and the student's goals. Keep in mind that a departmental internship course may be most appropriate.
2. Make suggestions for academic assignments, questions to be addressed during the internship, potentially related research topics, appropriate readings etc.
3. Agree with the student on a timetable for contact during the internship (by phone or e-mail if the student is off campus). Students should plan to communicate information about their work and any progress in reading, maintaining a journal, questions that have arisen during their internship experience, etc.
4. Agree with the student on the form and scope of the final paper. **In order to receive credit for HONS 4800H (Honors Capstone Internship), students must complete a scholarly research paper as a part of the course.** If enrolling in HONS 4801H (Non-Capstone Internship), students may submit a summative reflection paper. The faculty member has the authority to define the type and scope of the final project or paper appropriate to the internship experience.
5. Agree to serve as the faculty advisor for the student during the internship and as the instructor of record for the course. If the student will enroll in either HONS 4800H or 4801H, the Honors Program will create the course.
6. Document course assignments and expectations on the course syllabus that must accompany the application.
7. Evaluate the internship evaluation, grade the final paper and submit the course grade.
8. Provide copies of the final paper and internship evaluation to the Honors Program.