

Honors Internship application/ information

Honors students in good standing can earn academic credit (HONS 4800H or HONS 4801H) for participation in an internship under the supervision of a faculty advisor. Because credit hours are being earned, students must complete academic work in addition to their duties as an intern. It is up to students and their faculty mentors to determine the assignments and evaluation criteria that this academic work takes.

I just got an internship. How do I get started getting Honors credit for it?

1. Find an internship and receive an offer to work for that organization. We do not keep a list of internships or otherwise connect students to these opportunities.
2. Identify a potential faculty advisor and ask if they would serve as the instructor or “faculty mentor” for your internship course. Your faculty mentor will help you determine the appropriate academic work to maximize your benefit from this internship experience. Your mentor will submit your grade when you turn in your final paper at the end of your internship.
3. Complete and sign the application form and include the required attachments before the deadlines listed on page 2.
4. Students who enroll in departmental internship courses must complete the Honors Internship application in order to receive Honors notation for the course.

What’s the difference between HONS 4800H and 4801H? The chart below lists all of the salient details:

	Capstone /HONS 4800H	Non-capstone/ HONS 4801H
Counts as a Part of the Honors Capstone?	Yes, in combination with approved Honors research hours (CURO)	No; counts as upper-division Honors course
Minimum Work Hours	240 for 3 hours of credit; 480 for 6 hours of credit. <i>Can count as only one Honors course regardless of number of credits.</i>	240 for 3 hours of credit; 480 for 6 hours of credit. <i>Can count as only one Honors course regardless of number of credits.</i>
Repeatable	No	No
Course Grading	A - F	Pass/Fail
Employment Verification and Evaluation	Students must submit a letter of verification on the company/organization letterhead or a confirmation email from the organizational contact. The message must indicate the internship placement and dates of the internship experience.	
Course Description	As part of the application, students must identify all academic assignments, a schedule of contacts between the student and faculty member and other pertinent academic information.	
Assignment(s)	Students must complete and submit course work comparable to a senior - level seminar, e.g. a significant research paper or papers, a substantial literature review/analysis, or some comparable digital artifact. The assignment should meet guidelines for writing intensive coursework . A copy of the final project must be submitted to the Honors Program.	Students must complete and submit a summative reflection paper & description of the internship or some comparable digital artifact. A copy of the final project must be submitted to the Honors Program.

Can [this thing I am doing] count as an internship?

An internship is a temporary position for the student with an emphasis on providing intentional learning objectives tied to the student's career goals or field of study. Internship programs can be found at private corporations, government offices, and nonprofit organizations. They can be paid or unpaid..

If you are conducting research in a lab on campus by and being led by a faculty member, you are better served to register for Undergraduate Research hours (<http://curo.uga.edu/students/research-courses>).

Who should be my faculty advisor?

1. Only full-time faculty can serve as the faculty advisor. If you have someone in mind, ask them if their position is a full-time faculty appointment. Graduate students cannot serve as faculty mentors.
2. Faculty mentors must be credentialed in some way that is directly related to the field of the internship, **OR** the assignments must be tailored to your faculty-member's area of expertise.

Can I get Honors credit for a departmental internship, and use it for my capstone?

Departmental Internship courses (e.g. FINA 4800, etc) can satisfy the Honors Capstone requirement if the course requirements meet or exceed the requirements for HONS 4800H (see chart previous). Check the "Departmental internship" box on page one of the Honors Internship Course Application and then indicate if it will be a capstone or non-capstone course. *Students are responsible for determining eligibility and application procedures of departmental internship courses.*

Can I complete the internship this summer & sign up for the credits in the fall to avoid paying fees/out of state tuition?

NO. Internships can only earn credit during the term that best aligns with the calendar dates of your internship experience.

How do I register for the course?

If your application has been accepted, you will receive an email from the Honors Program with registration instructions.

WHEN IS THE APPLICATION DUE?

For an internship taking place in the Fall, the application is due on the third day of drop/add for the fall semester.

For an internship taking place in the Spring, the application is due on the third day of drop/add for the spring semester.

For an internship taking place in the Summer, the application is due on the first day of drop/add for the summer term in question (e.g. Extended, Short Session I, etc.). Check the Registrar's Academic Calendar for specifics: <http://www.reg.uga.edu/calendars>

Honors Internship Course Application

(For CURO office use) Approval: _____ CRN: _____

Directions: Carefully complete and submit this form and all required attachments to the Moore College front desk by the **3rd day of drop/add for the semester when you intend to be enrolled in the course.** 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.

Attachments: please make sure to attach a letter of verification from the internship host.

Full Name (Last, First MI): _____ Student ID Number: _____

Local Address: _____ E-mail: _____

Telephone: _____ Major(s): _____ Total hours earned: _____

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

SEMESTER (please check): **Fall** **Spring** **Summer Through** **Summer Extended**

YEAR (when will you take the course): _____

HONS 4800H	HONS 4801H	Departmental Internship Course		
<u>Capstone Internship</u>	<u>Non-Capstone Internship</u>	Capstone?	Yes	No
3 credit hours	3 credit hours	Course Number:	_____	
6 credit hours	6 credit hours	Credit Hours:	_____	
		CRN:	_____	

Internship Information:

Company/Organization Name: _____ Contact Person: _____

Address: _____ Telephone: _____

Website: _____ Contact E-mail: _____

Faculty Advisory Information:

Full Name (Last, First): _____ Department: _____

Office Address: _____ Telephone: _____

E-mail: _____

Honors Internship Course Application

Syllabus:

1. A brief description of the internship, including a description of the company/organization, number of total hours, specific duties and dates of the internship:

2. List of all academic assignments with due dates and percentage of overall grade:

3. List of when (day and/or time) and how frequently the student will meet with the faculty advisor:

Honors Internship Course Application

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 Signature: _____ **Date:** _____

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 advisory and the Honors Program.

Student Signature: _____ **Date:** _____

For Honors Program Use Only

Date received: _____

Approved: Y N

By: _____

Term: _____

CRN: _____

Notes: