QTM 496(W)R: Quantitative Sciences Internship Application Form

Credit: 1-12 hours taken on a graded basis
Offering: Fall, spring, summer semesters
Prerequisites: QTM 110, 120, and 210
Restriction: Open only to major students with a 3.0 GPA or above. Internship must take place during the enrolled semester. Credit cannot be applied retroactively.

Procedures and Requirements

1. All internship courses must be taken for a letter grade and may be used to satisfy the continued writing requirement.
2. Students cannot get academic credit for a paid internship.
3. Only four credits, taken at one time, may count towards QSS major elective credit. Those credits will count as general major credit and will not fulfill any upper-level elective requirement.
4. In order to earn academic credit, interns must complete the following items:
   a. A prescribed number of work hours under supervision of the internship sponsor
   b. A research paper proposal that includes a topic and annotated bibliography (if taking to satisfy the continued writing requirement)
   c. A research paper of appropriate length on an appropriate topic (if taking to satisfy the continued writing requirement) or an assessment paper in which the student evaluates the internship experience and discusses how it advanced his/her academic and professional development.
   d. One check-in meeting with the Internship Director.
   e. Student will be evaluated by the internship supervisor at the end of the internship.
5. The work, research, and writing requirements will vary according to the amount of academic credit the intern wishes to earn. All internships must last for at least 13 weeks during the fall or spring semester, and at least 10 weeks during the summer semester, unless approved by the Internship Director. The minimum course requirements are:

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<th>Minimum Credit Hours</th>
<th>Work hours/week</th>
<th>Paper length</th>
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</thead>
<tbody>
<tr>
<td>WRT (research paper)</td>
<td>4*</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Non-WRT (assessment)</td>
<td>1</td>
<td>3</td>
<td>3</td>
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* Four hours is the required minimum number of credit hours for WRT courses.
PROCEDURE: Admission to this course requires approval from the Internship Director and an offer letter from the sponsoring organization. Complete the application form and submit it, along with the offer letter, to the Internship Director. Applications will be approved or denied provisionally.

Upon approval of completed form, QTM staff will enroll the student in QTM 496 during the add/drop/swap period in the fall or spring semester. Only four credits, taken at one time, may count towards QSS major elective credit. During preregistration, students must register for semester courses as if the internship has not been approved. Summer school registration will be handled the same way.

NOTE: students cannot get academic credit for a paid internship.

Student Name (Last, First): ____________________________________________
Student ID: _____________________ Phone Number: (____)___________________
Emory email: ____________________ Declared major(s): _____________________
Current Academic Year: Freshman Sophomore Junior Senior

QSS courses taken (including currently enrolled courses):
1. ____________________________ 5. ____________________________
2. ____________________________ 6. ____________________________
3. ____________________________ 7. ____________________________
4. ____________________________ 8. ____________________________

Internship Information:
Semester for which you are applying: Fall Spring Summer Year: ____________
Credit hours sought: _______________
Employment duration: From _________ to ___________ Hours worked per week _________
Company: __________________________ Location: __________________________
Phone number: (____)_____________________
Your job title: ______________________ Name of Supervisor: ____________________
A brief description of your responsibilities: ______________________________________
________________________________________________________________________
________________________________________________________________________

Internship Director Signature Date

I have read, understood and agree with all terms listed on this form.

Student Signature Date
Certification of Quantitative Sciences Internship

Dear Internship Supervisor:

________________________________________ has applied for academic credit on the basis of completing an internship under your sponsorship. Part of that sponsorship will include writing an end-of-term evaluation of the student's work. As the end of the semester approaches, I will give the intern a form to deliver to you.

We ask students to submit an offer letter from the sponsoring organization. Please take a few minutes to review the questions below and ensure these items are addressed in the offer letter. Submit the letter either to the student or email to IQTM@emory.edu. This information is part of a final determination of the intern's eligibility for academic credit.

Please do not hesitate to call with any questions or concerns. Thank you for your time and assistance.

Sincerely,

Dr. Zhiyun Gong

Quantitative Sciences Internship Director

Offer letter should contain the following:

1. Supervisor’s Name and email address

2. Name, address, and phone number of sponsor organization

3. Detailed description of student's assignment/responsibilities as an intern

4. Duration of internship

5. Average number of hours per week the intern will engage in work under your supervision

6. Signature and date