

QTM 496 (W)R

Quantitative Sciences Internship



Department of Quantitative
Theory and Methods

Application Form

Offering Schedule	Credit Hours	Grading Basis	Prerequisites
Fall, Spring	1 – 12	Graded Only	QTM 110, 120, and 210

General Information

QTM 496: Quantitative Sciences Internship is open only to declared QTM major students with a 3.0 GPA or above. No more than four credits taken at a single time can count toward a QTM major. QTM 496 counts as general QTM elective credit and does not fulfill any specific course requirements. Course must be taken for a letter grade, and the internship must take place during the semester the student is enrolled in the course. Credit cannot be applied retroactively. QTM 496 may satisfy the continued writing (WRT); required credit hours and paper type/length will depend on WRT/non-WRT designation.

Procedures & Requirements

- All internship courses must be taken for a letter grade and may be used to satisfy the continued writing requirement.
- Only four credits, taken at one time, may count towards the QSS major. Those credits count as general major credit and do not fulfill any upper-level elective requirement.
- The following are requirements to earn academic credit for an internship:
 - Minimum of 3 work hours per week for at least 13 weeks during the Fall/Spring semester under supervision of the internship sponsor. Internships must last for at least 13 weeks, unless otherwise approved by the Internship Director.
 - A research paper proposal on an appropriate topic, with annotated bibliography (if WRT)
 - A research paper on an appropriate topic (if WRT) *or* an assessment paper (if Non-WRT) in which the student evaluates the internship experience and discusses how it advanced his/her academic and professional development.
 - One check-in meeting with the Internship Director.
 - Student will be evaluated by the internship supervisor at the end of the internship.
- The work, research, and writing requirements will vary according to the amount of academic credit the intern wishes to earn. **Credit Hours** = $\frac{(\text{work hours} - 3)}{3}$

	Credit Hours	Work hr/wk	Paper Length
Non-WRT (assessment)	1 (<i>minimum</i>)	3 (<i>minimum</i>)	3 page <i>minimum</i>
	2	9	3-5 pages
	3	12	3-5 pages
	<i>Etc.</i>		
WRT (research paper)	4 (<i>minimum</i>)	15 (<i>minimum</i>)	15 pages <i>minimum</i>
	5	18	15
	6	21	20
	7	24	20
	8	27	25
	<i>Etc.</i>		

Admission to QTM 496 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 the QSS major. During preregistration, students must register for semester courses as if the internship has *not* been approved.

Student Name (Last, First): _____

Student ID: _____ Phone Number: (____) _____

Emory email: _____ Declared major(s): _____

Current Academic Year: Freshman Sophomore Junior Senior

QTM courses taken (including currently enrolled courses):

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Internship Information:

Semester for which you are applying: Fall Spring Year: _____

Hours worked per week: _____ Credit hours sought: _____

Employment duration: From _____ to _____

Company: _____ Location: _____

Phone number: (____) _____ Job title: _____

Name of Supervisor: _____

A brief description of your responsibilities: _____

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

Student Signature: _____ Date: _____

Internship Director 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. Offer letters 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

Please take a few minutes to review the questions and ensure these items are addressed in the offer letter. Submit the letter either to the student or via 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. Seunghwa Rho
Quantitative Sciences Internship Director