

Information to Accompany Contract for Internship Partners

The School of Literature, Media, and Communication (LMC) at Georgia Tech provides successful students within our school the opportunity to earn credit for unpaid internships that enhance the student's educational and career goals.

Students are expected to "land" the internship the same way they would land a job and then to process the necessary paperwork within the School's Creative/Career Lab (colab) through faculty member, Jillann Hertel, who oversees LMC's internships for credit course.

For-credit internships are registered through the class LMC 4904. This class is specific to students within the School of Literature, Media, and Communication and/or the Ivan Allen College of Liberal Arts and must be unpaid or only provide a stipend — such as to cover expenses like food and travel.

Interns will earn credits based on the number of weeks and hours they work. A typical class is 3 credits therefore, the student would work over the course of a typical semester (about 15 weeks), the equivalent of at least 12-15 hours per week.

The students are required to write five two-page papers throughout the course of the internship detailing and reflecting upon their experiences based on prompts provided by the instructor at the start of the term. Papers are submitted directly to LMC for grading.

Please review the Internship Contract for LMC 4904 and then email the executed contract itself as attached or email the details in body text to Jillann.Hertel@lmc.gatech.edu from your email account.

After receiving the contract/your email and approved by the instructor; the student will be permitted to register for LMC 4904.

Should you have additional questions, please email Jillann.Hertel@lmc.gatech.edu.

Internship Contract for LMC 4904 Internship For-Credit (unpaid) / any paid internships wishing to connect through Georgia Tech must instead be registered via the Career Center and not as LMC 4904

Student name: _____ Student I.D. _____

Semester/Year: _____

Location of internship (including address): _____

Supervisor's name/title: _____

Supervisor's phone number & email: _____

Intern job title: _____

Start/End Date of Internship: _____

Number of Hours per Week: _____

Description of responsibilities and goals:

Note: Registering for internship credit involves a serious commitment of time and energy. You jeopardize your internship by 1) not adhering to a work schedule, 2) not satisfactorily fulfilling your responsibilities, or 3) not completing written assignments on time. Your supervisor will be asked to evaluate your work at the end of the semester to determine your success as an intern. You will also be required to turn in written assignments (details will be on Canvas) to Jillann Hertel. Assignments evaluate your internship and explore how it has supplemented your studies in LMC.

I have read the above terms, confirm that this is an unpaid opportunity, and I agree to work according to this contract.

Student signature: _____ Date: _____