

Neuroscience Major Internship Requirements (NEUR 4920/NEUR 4930)

Neuroscience majors may earn course credit for off-campus internships or work experiences by registering for NEUR 4920, Internship in Neuroscience or NEUR 4930 Internship in Science Education, with the following considerations and the approval of the Internship Coordinator and Undergraduate Programming Committee:

1. To enroll in NEUR 4920/4930 through this program, you must be a neuroscience major and have completed NEUR 2010, Professional Development in Neuroscience.
 - a. After you identify an internship you are interested in, contact the Internship Coordinator (Dr. Erica Tracey; eakhter@gsu.edu) to set up an appointment and determine how to proceed.
2. NEUR 4920/NEUR 4930 credit is variable. Each four hours/week of intern-associated work is awarded one credit hour during spring/fall semesters; seven-week summer semesters will award one credit for each eight hours/week of intern-associated work.
 - a. Hours must be agreed upon prior to semester start date (see below)
 - b. Internship credit may be repeated, but a maximum of five credit hours can be applied towards your Area G - Neuroscience-related Electives requirement.
3. Expectations for NEUR 4920/NEUR 4930 credits must be set and agreed to between the student and external Site Supervisor. This agreement must be approved by the Internship Coordinator before you can enroll in the course.
 - a. [Neuroscience Major Internship Agreement Form](#) must be filled out and approved one month prior to the start of the semester.
 - b. **Emergency Contact Form** must be filled out and provided to the Internship Coordinator, Director of Undergraduate Studies for the Neuroscience Institute, and Site Supervisors.
4. The grade awarded will be determined by the Instructor of Record (which will be the Internship Coordinator or a Designee based on three factors (your syllabus will provide further details):
 - a. Quality of the NEUR 4920 / NEUR 4930 course project
 - b. Attendance, preparation for, and professional conduct at all meetings with Instructor of Record.
 - c. Satisfactory completion of agreed-upon working hours with confirmation from the site supervisor(s).
5. Regular tuition and fees are incurred when registering for NEUR 4920/NEUR 4930.

The following criteria must be met for a student to earn course credit for an off-campus internship or work experience:

1. The student must work at the internship for the duration of the semester, with the specified number of hours per week as agreed to in the Neuroscience Major **Internship Agreement Form**
2. The student must be learning neuroscience-related skills, to be evaluated and approved by the Internship Coordinator or Instructor of Record.

If the student agrees to the considerations above, and believes that their internship opportunity fulfills the mandatory criteria, the following steps can be taken:

The student pursuing the internship will contact the Internship Coordinator at least one month prior to the start of the semester to schedule a meeting to discuss the internship, requirements, and application for NEUR 4920/4930 enrollment. Students will complete the [Neuroscience Major Internship Approval Form](#) to initiate the enrollment process.

1. The student and external site supervisor will fill out the **Neuroscience Major Internship Agreement** and sign the agreement to be returned to the Internship Coordinator.
2. The Internship Coordinator will review the information to ensure that it meets the above criteria for approval.

3. Once approved, the Internship Coordinator will assist the student in registering for the course for the specified number of credit hours.

Please address all correspondence regarding requests for internship approvals to Dr. Erica Tracey, Internship Coordinator (eahter@gsu.edu).