

## **GRSC 596: Internship for Curricular Practical Training**

*Please read the following information regarding enrollment in GRSC 596. If you still have questions after reading the description and requirements, please send your questions to [gradsch@usc.edu](mailto:gradsch@usc.edu)*

**GRSC 596, “Internship for Curricular Practical Training”** is a course designed to allow a student to gain practical work experience in the student’s field of study. The internship must be located at an off-campus facility, but USC faculty must individually supervise students in the academic component. The GRSC 596 units may or may not be applied toward the degree, depending on the individual department or school.

### **Requirements for enrollment:**

To enroll, students must:

- Be in good academic standing (have at least a 3.0 GPA)
- Be enrolled full time in the term of intended GRSC 596 registration

And have:

- Completed at least 2 semesters of full time enrollment in their graduate program;
- Identified a USC faculty member, in the *same* school or Department, who is willing to serve as the academic faculty supervisor; and have established a due date for the final paper/report with that faculty member;
- Completed & have signed an OIS form, *OIS.32*;
- Completed & submitted to the Graduate School, a “Request for D Clearance for GRSC 596”.
  - Included as part of that form (Section IV) is an agreement with the USC academic faculty supervisor indicating his/her approval of the internship. The academic faculty supervisor’s expectations regarding the format, content and due date of the final exam paper must also be included and can be added in the Comments section.
- Provided a copy of the organization’s offer letter to the Graduate School, which includes the information listed below:
  - Student’s name and address
  - Location where student will work (organization address)
  - Detailed description of responsibilities for the internship
  - Hours per week to be worked
  - Beginning and ending dates of the internship (not before the first day of the semester and not after the last day of the semester)

*Students can submit this last requirement (the organization’s offer letter) up until the end of week 2.*

**Requirements for completion:**

**Week 1-3:**

The student and the professor will agree upon the format and content for the bi-weekly to monthly reports and the final paper/report.

**Week 4-14:**

Student is performing activities at the organization and reports regularly to the faculty supervisor in person or by email.

**Week 15:**

The final paper/report must be submitted to a student's USC faculty supervisor no later than the first day of the final exam period. The faculty supervisor must submit an end-of-semester grade report (graded Credit or No Credit) to the Graduate School within 48 hours of the final exam date.