

University of Southern California
GRSC 596: Internship for Curricular Practical Training

Syllabus

GRSC 596: Internship for Curricular Practical Training is a course designed to allow international students to gain practical work experience in their field of study. The internship is located off-campus, but a USC faculty member in the same school or department as the student supervises students in the academic component.

Meetings: During the semester, the student and the faculty supervisor will be in regular contact, on a schedule they determine. By the end of the semester, the student will produce a report of his/her work activity, the problems s/he investigated, significant results, and any follow-up on projects s/he has undertaken. If a format other than a report is used, then the work must still meet the same intellectual standard described here. In this case, the supervising faculty member will determine an acceptable alternative..

In the course of the internship, the student must not violate the organization's policies on Intellectual Property and/or confidentiality.

Required texts: None

Grade Type: Credit/No Credit (CR/NC)

Grading Policy: The faculty supervisor may choose another grading policy, if appropriate.

25 % — Bi-weekly to monthly status reports by email or in person to faculty supervisor

- Fall and spring semesters: at least 4-7 reports
- Summer session: at least 3-6 reports

75% — Final Report

- The faculty supervisor will determine the format and requirements of the final report.
- The report is due on the first day of the final examination period in the given semester.

Failure to meet the criteria in this syllabus is grounds for receiving a grade of NC.

Schedule

Weeks 1-3: No later than the last day of drop/add in the given semester, the student will show the organization's offer letter on the organization's letterhead to the supervising faculty member. The letter must offer an internship to the student for the specific semester. The letter must contain the following information:

1. Name and address of CPT intern (student)
2. Location where the student will work and organization address
3. Detailed description of responsibilities for the internship
4. Hours per week to be worked
5. Beginning and ending dates of the internship (The student may not work before the first day of the semester nor after the last day of the semester.)

The student and the professor will agree upon the format and content of the biweekly to monthly reports and the final paper/report.

Weeks 4-14: The student is performing activities at the organization, and s/he s regularly reporting to the faculty supervisor in person or by email.

Week 15: The final paper/report is due no later than the first day of the final examination period of the given semester.

Students with Disabilities

Any student requesting academic accommodations based on a disability is required to register with Disability Services & Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. If the student is requesting academic accommodations, the letter should be delivered to the faculty supervisor as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776 and the email address is ability@usc.edu.

Academic Integrity

USC seeks to maintain an optimal learning environment. General principles of academic honesty include respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. In section 11.00 of SCampus, the Student Guidebook, students can find Behavior Violating University Standards and Appropriate Sanctions. Reports of behavior violating university standards will be referred to the Office of Student Judicial Affairs and Community Standards (SJACS) for further review.