

Risk Management Internship

Frequently Asked Questions

RMIN 4800

David Eckles

Below are a set of frequently asked questions regarding the RMIN 4800 internship course. If after reading the syllabus, you still have a question regarding your internship, the assignments, etc., please look these over first. Most common concerns are addressed in at least one of these documents.

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Registering (Cont.)

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Q: Can I register after the drop/add date?

Q: Can I register in the Fall Semester for an internship in Summer Semester?

Q: If my internship will cover two semesters, which semester do I register for?

Assignments

Q: Can I double space my paper?

Q: Can I double space my one page summary?

Q: Can I copy materials from the company's website/materials for parts of my paper?

Q: Instead of writing a paper, can I just turn in projects I have done during the internship?

Q: Can I print my picture on my home computer/printer.

Q: How should I keep/format my journal? Do I need to write down everything I do? What if I am doing the same thing day in and day out?

Q: Should I really keep journal entries every day?

Q: Can I retroactively create a journal?

Q: Is there a preferred method for binding my assignments?

Q: When are the assignments due?

Assignments (Cont.)

Q: I forgot about the deadline and the project is due tomorrow, what should I do?

Q: What happens if I turn the assignments in late?

Q: I am working out of town, but would like to turn my assignments in by the due date; can I mail you my assignments?

Q: If I am working across two semesters, and have registered for both semesters, do I need to turn in two sets of assignments?

Q: What about the evaluation? Do I need to worry about that?

Q: What happens if I do not complete the supervisor confirmation form?

Q: I completed the form, but my supervisor did not immediately receive the evaluation?

Q: But, I checked later and my supervisor said they never received the evaluation, am I going to lose those points?

Q: Still, I would feel much better if you could verify that an evaluation has been received. Would you please let me know that you have received an evaluation for me?

Q: What happens if my supervisor changes during the internship?

Q: I dropped my paper off in A405 Moore-Rooker Hall (or in your office) when you were not there. Can you please verify the receipt of my assignments?

Grading

Q: Will I receive a letter grade for the internship?

Q: When will I receive my grade?

Q: ATHENA shows that I have an “Incomplete.” Why?

Q: I know I turned in my materials in the semester after my internship, but I would really like to receive a grade now.

Advice

Q: Any advice for me regarding the project?

Q: When should I start the project?

Contact

Q: Can I contact the instructor regarding questions about the internship?

Getting an internship

Q: How do I obtain an internship?

A: The burden is on you to find an internship. The RMININFO listserv regularly posts internship positions, but we cannot guarantee that every position posted will eventually hire one of our students. DawgLink also posts internship opportunities. Internships can also be found at the RMI Careers Fair and the UGA Career Fairs (held every fall and spring semesters). Some students have used networks of friends and family to obtain internships. Other students have simply called around. Ultimately, there are many ways to find an internship.

Q: Does my internship qualify for course credit?

A: For an internship to qualify for course credit, all of the following must be true:

1. The internship must have a significant risk management and/or insurance component.
2. The employer must be willing to complete an evaluation of your performance at the end of the internship.
3. The internship must be paid. Federal laws generally prohibit unpaid internships. Note that pay does not have to be direct compensation. Commissions, travel, room and board, etc. are all forms of compensation.

Q: Do I qualify to receive course credit?

A: If you have a qualifying internship then you must meet all of the following criteria before you can obtain course credit:

1. You must have been accepted into the Risk Management and Insurance major **or** you have been accepted into the Actuarial Science Certificate program.
2. You must have taken RMIN 4000 and received a grade of “C” or better.

Registering

Q: I found a qualifying internship, and I qualify to receive credit. How do I register for the RMIN 4800 class?

A: First, fill out the job confirmation form [here](#). Save this form as a .pdf file and send it to David Eckles (deckles@uga.edu). Please use Adobe Reader to complete the form (you can download Adobe Reader for free for either Mac or Windows; do not use your browser or Preview). Once your job is approved (please give this some time, it will not happen immediately), you will receive an email informing you that you have been given permission to register for RMIN 4800. Once you have this email, you must register for the course.

Q: When should I register for the course?

A: You should register immediately after your internship is approved.

Q: What is the deadline to apply for credit?

A: You should begin the process as soon as possible. The approval and registration process should be completed **no later than** the last day of the drop/add period for the semester in which you are completing your internship. Since the approval process may take some time, you should not wait until the last day of drop/add to start the approval and registration process. Drop/add dates can always be found on the Registrar's website under "Calendars."

Q: Do I have to register for the class?

A: If you want academic credit you must register for the course during the semester in which you are working at the internship. Some students may not need/desire to receive academic credit for the internship. In this case, you do not need to register.

Q: Which semester should I register for?

A: You must register for the course during the semester in which you are working at the internship. This is usually the Summer Semester (but not always).

Registering (Cont.)

Q: I am interning during the summer, which summer session should I register for?

A: Generally, you should register for the Thru Summer Session. If you obtain your internship after the drop/add date for the Thru Session, you may have the opportunity to register for the second summer session.

Q: How many credit hours should I register for?

A: You can obtain either three or six credit hours. If you will be working 150-299 hours, you can register for three hours. If you will be working 300 hours or more, you can register for three or six hours. Note, if you will be working more than 300 hours and only want three hours (for tuition reasons, credit hours remaining, etc.), that is perfectly acceptable. Registering for any number of hours other than three or six (e.g. one) is not an option (though ATHENA may allow you to do it).

Q: Do I have to pay tuition?

A: As with any class in which you register, yes, you must pay tuition. The course does not “manage itself,” so even though it may be a non-traditional delivery method, University resources are still used when you register for the class. If you are off campus, you may be entitled to reduced fees. Please check your options in ATHENA or consult the Registrar for this possibility.

Q: What happens if I do not pay tuition?

A: You will be dropped from the course and will have to appeal to the Registrar for reinstatement. Reinstatement is subject to Registrar approval and is not guaranteed.

Q: Can I register after the drop/add date?

A: No. The assignments/hours that you must complete are roughly in alignment with the semester. If you miss the drop/add date and there is still time to earn three hours of credit, you are eligible to sign up for the course during the second summer session for three hours of credit.

Registering (Cont.)

Q: Can I register in the Fall Semester for an internship in Summer Semester?

A: No. You must register for the course credit during the semester in which you are working at the internship.

Q: If my internship will cover two semesters, which semester do I register for?

A: If you will continue the same internship over two semesters and want credit in both semesters, you will need to register for both semesters. If you only want credit for one semester, you will register for the semester over which you want credit. Note, that you must work 150 hours (or more) to receive 3 hours credit. So, you cannot register for six hours in the Fall semester if you are only working 150 hours in the fall. In order to facilitate this process, please complete a job confirmation form for both semesters for which you wish to register. If you begin an internship with another firm, you will need to separately complete the entire process for that internship.

Assignments

Q: Can I double space my paper?

A: Yes, you can double space your paper.

Q: Can I double space my one page summary?

A: Yes, you can double space your one page summary.

Q: Can I copy materials from the company's website/materials for parts of my paper?

A: Be aware that you are always bound by UGA's honesty policy. Any materials utilized in your paper that are not your own should be appropriately cited/referenced. Failure to do so can result in an academic dishonesty charge.

Q: Instead of writing a paper, can I just turn in projects I have done during the internship?

A: No. As outlined in the syllabus, the paper is designed to provide an overview of your entire experience in your internship. You absolutely should discuss the projects you completed during your internship. You may even decide to include a sample as an appendix in your paper. But, you will still need to complete the paper.

Q: Can I print my picture on my home computer/printer.

A: You must turn in a 4x6 or 5x7 photograph on photographic quality paper. If you turn in anything else, you will receive no credit. Retail stores and online printing services are good options for obtaining this photograph.

Q: How should I keep/format my journal? Do I need to write down everything I do? What if I am doing the same thing day in and day out?

A: You should keep the journal in a way that you prefer. If you prefer to type it, do so. If actually writing the entries out helps, that is fine too. Your journal should allow the reader to step in to your experience. To that end, if you are asked to repeat a task, feel free to write about it once (in more detail) and reference it later.

Assignments (Cont.)

Q: Should I really keep journal entries every day?

A: Yes.

Q: Can I retroactively create a journal?

A: Be aware that it is surprisingly easy for the instructor to notice when you do so and surprisingly difficult for you to remember everything you did. Attempting this can have a negative impact on your journal grade. It is far easier to write a few notes every day.

Q: When are the assignments due?

A: The due date varies by semester and circumstance. Please consult your syllabus. [This flowchart](#) may also help.

Q: Is there a preferred method for binding my assignments?

A: There is no one way to organize your materials. Paper clips, binder clips, spiral bindings, staples, etc. are all useful in preparing an organized project. Do not turn in a paper and/or journal that includes multiple, unbound, loose pages.

Q: I forgot about the deadline and the project is due tomorrow, what should I do?

A: Turning in something is better than turning in nothing.

Q: What happens if I turn the assignments in late?

A: You will be penalized 7.5 percentage points per workday for late assignments.

Assignments (Cont.)

Q: I am working out of town, but would like to turn my assignments in by the due date; can I mail you my assignments?

A: Yes, you may send a hard copy (electronic submissions are not accepted) of your assignments via mail/FedEx/UPS/etc. If the assignments are postmarked by the due date, they will be counted as “on time.” Keep in mind, however, that these services are not perfect. Further, please be aware that you are still responsible for the materials showing up. That is to say, if your materials are lost in the mail, there is nothing the instructor can do and you will have very little recourse. It is strongly advised that you make alternative arrangements (e.g., a friend) to have your materials personally delivered.

Q: If I am working across two semesters, and have registered for both semesters, do I need to turn in two sets of assignments?

A: If you are continuing employment across two semesters (that is, you are not changing jobs), you do not have to turn in separate assignments. You will turn in the assignments at the end of the semester in which your internship is complete. However, you do need to complete two job confirmation forms so that you can be cleared to register. If you are working in separate jobs, you will need to turn in two sets of assignments.

Q: What about the evaluation? Do I need to worry about that?

A: Yes and no. We will separately contact your supervisor, but we need your help in identifying the correct supervisor. During your internship you will be sent a link to provide your supervisor’s contact information. The supervisor indicated in this form will receive an evaluation near the end of your internship (please be sure to spell your supervisor’s name correctly). Once you have completed this form, the evaluation will not be your responsibility. Evaluations are typically sent to your supervisor towards the end of the term in which you are enrolled (or shortly thereafter).

Q: What happens if I do not complete the supervisor confirmation form?

Your evaluation grade will be reduced and there will potentially be a significant delay in the reporting of your grade.

Assignments (Cont.)

Q: I completed the form, but my supervisor did not immediately receive the evaluation?

A: We collect the supervisor information and send out the evaluations in a big batch at the end of the internship. There is no need to worry. Once you have completed the supervisor confirmation, you can rest easy.

Q: But, I checked later and my supervisor said they never received the evaluation, am I going to lose those points?

A: No. The evaluations are sent as a survey and are sometimes blocked by spam filters. We have contingency plans. If we absolutely cannot contact your supervisor, we will contact you to arrive at a remedy before you get a 0 for this portion of the grade. I cannot remember any student who received no credit because their supervisor did not complete an evaluation.

Q: Still, I would feel much better if you could verify that an evaluation has been received. Would you please let me know that you have received an evaluation for me?

A: Unfortunately, I do not have time to individually inform 100+ students of the status of their evaluation. I promise, there is little to no chance that you will be penalized for an employer not sending in an evaluation. And, you will certainly be contacted if there is a problem.

Q: What happens if my supervisor changes during the internship?

A: Simply update the supervisor confirmation form. The updated supervisor will automatically update in our system.

Q: I dropped my paper off in A405 Moore-Rooker Hall (or in your office) when you were not there. Can you please verify the receipt of my assignments?

A: As mentioned earlier, I do not have the time to individually verify that your assignments have been received. If you leave it in the appropriate box in A405 Moore-Rooker Hall, or under my door, I will receive it. I do not recall an instance where a project has been lost. Feel free to take a picture of the project in the box if you are concerned about it not making it to me.

Grading

Q: Will I receive a letter grade for the internship?

A: Yes. The internship course is graded on a standard A-F grading scale (including plus/minus).

Q: When will I receive my grade?

A: If you turn in your assignments before the last day of class of the semester during which you are completing your internship, you will receive your grade during the normal reporting cycle of that semester (usually within a few days of the semester finishing). If you opt to turn in your materials after the semester ends, you will receive your grade at the end of the following semester. This is laid out in the syllabus.

Q: ATHENA shows that I have an “Incomplete.” Why?

A: If you did not turn in your assignments at the end of the semester, you received an “Incomplete.” This “Incomplete” will be changed by the end of the following semester.

Q: I know I turned in my materials in the semester after my internship, but I would really like to receive a grade now.

A: As is laid out in the syllabus, you will receive your grade at the end of the semester.

Advice

Q: Any advice for me regarding the project?

A: Keep in mind that you are receiving as many as six hours credit for this internship. That is the equivalent of two classes. You are given plenty of time and information to create a project that can earn a good grade. There is absolutely no reason to create more problems for yourself by turning in subpar and/or late work. Do the assignments. Do them early. Put some effort into them. The primary purpose of this course is to allow for experiential learning. To that end, from the perspective of “class work,” this should be relatively low pressure. But, keep in mind that if you fail to meet any of your obligations, your grade will reflect that failure.

Q: When should I start the project?

A: You should start keeping your journals on the first day of your internship. Keeping up with the journals during your internship is going to make that portion of the assignment much easier. As for the paper, my advice is to start it as soon as possible. Even though the official due date is not until later in the following semester (for most of you), that date will sneak up on you. You will likely have assignments/tests/responsibilities for other classes too. Completing your assignments early is not only an excellent risk management technique, but it also creates one less worry for you during the upcoming semester. And speaking of risk management, back up your assignments. Create copies (hard copies and electronic copies) of your assignments.

Contact

Q: Can I contact the instructor regarding questions about the internship?

A: Please do so only if you have reviewed the syllabus and these FAQs and still have not resolved your question. If I do not answer your email, your question is answered somewhere in the course materials.