

THE
CARTER CENTER



Waging Peace. Fighting Disease. Building Hope.

**INTERN &
GRADUATE
ASSISTANT
HANDBOOK**

EDUCATIONAL PROGRAMS

Updated: January 2026

Introduction	3
Mission of Educational Programs	3
Overview of Internship and Graduate Assistantship Programs	3
Professional Development and Community Building Opportunities	4
Speaker Series	4
Educational Program Goals	4
Program Policies	5
Assigning Tasks	5
Work Schedules – Interns	5
Work Schedules – Graduate Assistants	6
Break Policy	6
Payment – Interns	6
Payment – Graduate Assistants	7
Professional Relationships	7
Email	8
Dress Code	8
Internships for Academic Credit	8
Travel Policy	9
Intern Continuance Policy	9
Intern/Intern Supervisor Meals	10

Introduction

Mission of Educational Programs

Educational Programs provides internship opportunities for undergraduate juniors and seniors, graduate students, and people who have graduated within the last 24 months. There are three intern sessions each year. The fall and spring sessions are 15 weeks long, and the summer session is 10 weeks. Interns must make a 20-hour-per-week commitment and will receive a stipend of \$5,100.00 for a 15-week internship (Fall/Spring) and \$3,400.00 for a 10-week internship (Summer).

In addition, graduate assistantships are offered to begin in the fall and last 9 months with the possibility of it being extended by 3 months. Graduate assistants must make a 10-20 hour per week commitment and receive compensation of \$18.50/hour. To be eligible for an assistantship, applicants must have completed at least two semesters of their academic coursework in a graduate program and remain enrolled throughout their assistantship. Candidates who have completed their degree or will graduate from their master's, post-master's, or doctoral-level program before the program ends are not eligible.

Interns and graduate assistants represent various academic backgrounds such as international affairs, conflict resolution, public relations, mental health, research, human rights, and health programs. This experience gives candidates a rare opportunity to combine their academic studies with practical application. As such, interns are integral to the institution's regular programmatic and operational activity. Interns routinely monitor civil, political, and economic developments in countries in which The Carter Center works. Additionally, interns conduct program research and are given specific assignments for their program areas.

Overview of Internship and Graduate Assistantship Programs

For more than 35 years, the Carter Center Internship & Graduate Assistantship Program has provided more than 3,600 interns and graduate assistants with a rewarding complement to the classroom experience, enhancing participants' educations and careers in the field of public service. Educational Programs aims to develop an informed and skilled workforce committed to advancing peace and health worldwide. Carter Center interns come from around the world and make vital contributions to the Center's work.

In turn, the internship program provides a substantive learning experience for interns to explore their career options, develop professional skills, and engage in community building as a mutually beneficial environment.

The intern experience extends far beyond the areas of research and program assistance by combining academic studies with practical application through formal and informal community building. Each session, Educational Programs provides professional development and community building opportunities as described below.

Professional Development and Community Building Opportunities

As part of The Carter Center intern/graduate assistant program, several professional development opportunities are organized to provide the richest experience. The activities include orientation, Career Panel and the Speaker Series, and the opportunity for a group meeting with the Center's CEO, Paige Alexander. Dates and times for these activities will be given to the intern via email from Educational Programs and posted on the Intern/Graduate Assistant Events Calendar in SharePoint. We hope that each intern will make every effort to attend these events.

Speaker Series

Educational Programs hosts a Speaker Series each session. Following a focused presentation, each event provides interns a chance to informally discuss current issues with experts in various academic and career-related fields. The series intends to broaden insights into the range of career paths available by providing an accessible source of professional advice in different areas. Additionally, the Speaker Series promotes valuable networking opportunities to the interns, allowing them to continue their conversations with our guest speakers beyond their time at The Carter Center.

Educational Program Goals

The internship program seeks to:

- Foster a committed, informed, and skilled workforce serving world peace, democracy, health and human rights.
- Ensure a quality internship program that attracts competitive and diverse candidates.
- Provide learning opportunities that enhance the interns' and graduate assistants' professional and personal skills and promote career decision-making.
- Support the workforce needs of the The Carter Center programs.

Program Policies

Although each program has specific guidelines, there are general administrative policies set by Educational Programs. If there are other program-specific guidelines for interns and graduate assistants, they should be articulated at the beginning of each session at your first one on one meeting. The policies listed below apply to interns and graduate assistants unless otherwise noted. By volunteering to be an intern/GA supervisor, you must ensure that your guidelines align with those set by Educational Programs.

Assigning Tasks

When assigning tasks and projects to an intern/GA, supervisors should plan as they would for a full-time staff member with consideration of confidentiality. Interns/GA's should have a blend of weekly and long-term assignments. Supervisors should monitor the intern/GA's workload during the session and regularly provide formal and informal feedback.

Projects should be adjusted appropriately to fit the intern/GA's needs and abilities. Supervisors are responsible for guaranteeing that an appropriate workload is given, fitting the agreed-upon session timeline. If an intern is working on an assignment that will not be completed before their internship ends, supervisors should advise that the intern/GA provide a detailed status update in writing on the assignment prior to their departure.

Office administrative duties should not exceed 30% of the intern's work hours.

Work Schedules – Interns

Interns are required to work 20 hours per week. Work Schedules are due at the end of the intern's first week. For onsite hours, interns must work during regular business hours between 8:00am to 5:00pm. For remote hours, interns can work between 7:00am and 7:00pm.

Supervisors should consider aligning their onsite schedule with their intern's onsite schedule. Minimally, supervisors and interns should meet in person once a week.

Supervisors should consider the agreed-upon schedule when planning assignments. If a temporary schedule change is needed to prioritize a project or event, communicate the update to Educational Programs. Supervisors should not routinely ask interns to change their schedules.

Supervisors should never ask nor allow interns to stay beyond their regular time commitment. As the internship is a paid opportunity, we must adhere to state and federal

labor laws. At least 10 of the required 20 hours should be completed onsite. At no point during the internship should an intern be completely remote. If an intern experiences extenuating circumstances, please reach out to Educational Programs.

Since there may be occasions that interns request time away from the office for personal reasons such as religious holidays, spring break, doctor appointments, and academic obligations, they are encouraged to make these requests to their supervisor well in advance with the understanding that they will be asked to make up this time later. Interns should not plan to extend their internship beyond one week.

If your intern chooses to work remotely as part of their schedule, have a plan and expectations for how to be successful as a remote member of the team. For example, supervisors could provide short-term projects, response timeframes, and on-camera expectations for meetings.

Work Schedules – Graduate Assistants

Graduate assistants are expected to work 10-20 hours per week. Work Schedules are due at the end of the GA's first week. This schedule should cover the first semester only. Second semester schedules are due at the first week of the spring session. Supervisors should consider aligning their onsite schedule with their intern's onsite schedule.

Some graduate programs do not allow graduate students to work beyond 10 hours per week outside of their program. For this reason, supervisors should never ask a graduate assistant to work beyond their agreed-upon hours. Also, the graduate assistant budget allocates no more than 20 hours per week of pay.

Break Policy

According to Georgia law, breaks and meal periods are not required. As such, interns/GA's are not required to take breaks. However, Educational Programs supports paid breaks of up to 20 minutes. For any break or meal period of 30 minutes or more, interns/GA's should work with their supervisor to reconcile the time.

Payment – Interns

Interns will receive a stipend of \$5,100.00 for a 15-week internship (Fall/Spring) and \$3,400.00 for a 10-week internship (Summer) in two direct deposits. During orientation,

interns will receive instructions for receiving their stipend. Educational Programs does not require interns to track their hours on a timesheet.

Payment – Graduate Assistants

Graduate Assistants are paid through POP (Human Resources) and Emory Temporary Services (ETS). Graduate Assistants are required to track their time with KRONOS. Same as Center staff, Graduate Assistants are required to complete a timesheet in Unit4 at the close of each month.

Professional Relationships

At the Carter Center, all staff members are accountable for behaving in a manner that reflects the highest levels of professional responsibility and respect, recognizes the dignity and worth of each person, and protects the integrity of professional relationships. For the purposes of this statement, staff members are defined as employees, interns, graduate assistants, volunteers, contractors, and vendors. Staff members are encouraged to develop individual professional relationships in the workplace, provided that these relationships do not interfere with the work performance of either individual or the effective functioning of the workplace. Staff members who engage in personal relationships should be aware of their professional responsibilities and be accountable to ensure that the relationship does not raise concerns about favoritism, bias, ethics, and conflict of interest.

Romantic or sexual relationships, even if consensual, between staff members where one individual has influence or control over the other's conditions of employment or contract opportunities are inappropriate. Staff in supervisory/managerial positions are prohibited from engaging in romantic and/or consensual sexual relationships with any staff member in their supervisory line or whose terms and conditions of employment, such as hiring/contracting, merit increases, or promotions, are potentially affected by the supervisor. This also applies to contractors and vendors.

In professional relationships with interns, graduate assistants, work-study students, and volunteers, staff members are expected to observe their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, bias, or inappropriate behavior. Staff members in positions of trust and authority are responsible for serving as mentors, teachers, role models, and supervisors/evaluators. Staff members are prohibited from engaging in romantic and/or consensual sexual relationships with interns/graduate assistants, work-study, and volunteer students.

Staff should immediately report any violations, concerns, or complaints to their immediate supervisor and the Director of Educational Programs. Other resources are Emory or Carter

Center Human Resources, Emory's Office of Equal Opportunity Programs, or the CEO of The Carter Center.

Email

Interns and graduate assistants will receive a Carter Center email account during orientation. They are expected to check their TCC emails regularly. They should not receive any work communication on their personal emails once they begin their internship.

It is important to note that they are not included in messages sent to "CC Everyone." Educational Programs forwards the relevant messages to the interns and graduate assistants; however, you may want to follow up with your program's interns to confirm that they have received important information.

Dress Code

It is our policy to always present a professional image. "Business casual" is the dress code for the Center. Examples of acceptable clothing include khakis/slacks and button-down shirts/collared shirts/blouses. Individuals must dress for the "work of the day." The "work of the day" dress is determined by an employee's participation in meetings, conferences, or internal or external appointments.

On occasion, there will be situations where professional dress will be necessary. We count on people to make decisions that are appropriate for the situation. Supervisors may identify positions that will be exempt from the casual dress policy.

Unacceptable attire includes racerback tops/spaghetti straps, shorts, faded/ripped jeans, spandex pants, warm-up tops/pants, flip-flops, mid-drift shirts, printed T-shirts, and hats. The Carter Center will make every effort to meet the needs of employees with legitimate health or religious reasons for exemptions from specific dress code requirements. For individual safety and workplace decorum, shoes should be always worn.

If you feel that your intern is dressed inappropriately, please address this confidentially and/or consult with Educational Programs.

Internships for Academic Credit

Interns interested in receiving academic credit for their internship need to provide their direct supervisor and Educational Programs with information regarding their academic program requirements at the beginning of the internship. Supervisors are responsible for completing any necessary forms regarding the intern's participation.

Travel Policy

Since funding for intern travel is primarily provided through Educational Programs, the program supervisor must gain approval from the Director of Educational Programs before extending an invitation to the intern or moving forward with any travel arrangements. Intern travel is based on programmatic needs and the availability of funds. Whether or not an intern will travel cannot be determined, nor should it be promised before the session begins.

Educational Programs will cover up to \$3,000.00 in travel expenses (per intern). As of FY2025, Educational Programs will cover up to \$3,400.00 for interns traveling to Asia or Africa.

Before intern travel, the supervisor should confirm that the intern has private health insurance. Please be aware that additional planning may be required if the intern is living in the United States on a visa. It is a Carter Center requirement that interns traveling should be accompanied by a Carter Center staff member from the Atlanta office for liability reasons and to provide a vital source of funding for the interns. Supervisors should assist interns in travel preparation, monitor the use of travel funds, and ensure proper completion of paperwork upon return. Please be sure to provide an adequate Travel Advance for those who will incur significant expenses before their first day of travel, such as immunizations, visas, etc.

Educational Programs do not provide funding for graduate assistant travel; however, the program supervisor must also gain approval from the Director of Educational Programs prior to offering the opportunity to the graduate assistant or booking any travel arrangements.

Intern Continuance Policy

Educational Programs places value on providing learning opportunities to as many intern candidates as possible; the intern program is designed to be a one-session experience. However, in some cases, internships may be extended for one additional session. Supervisors must not initiate an invitation for interns to return as it may put undue pressure on the intern/supervisor relationship.

In place of an application, interns will submit an internship continuance request form to the Intern Coordinator. The Intern Coordinator will inform the supervisor that their intern would like to continue. Interns will be informed that they will be considered with the rest

of the incoming applicant pool and that there is no guarantee they will be automatically accepted.

If the supervisor supports the continuance request, they must provide Educational Programs with a letter of support that clearly articulates the additional skills and opportunities that will be offered to the intern as a result of staying for an additional session. Should the supervisor decline the intern's request to return, it is their responsibility to notify the current intern.

Intern/Intern Supervisor Meals

To facilitate informal teambuilding and mentoring, Educational Programs has funding to encourage supervisors to host their interns for one meal per session. Up to \$15.00 per intern/per intern supervisor will be reimbursed by Educational Programs. If there are multiple supervisors, please consult the Director of Educational Programs. Please submit the original receipt and a Meal Request Form to the Program Assistant in Educational Programs to be reimbursed.