INTERNSHIP POLICY

Graduate business students who obtain internships and wish to apply them toward their program may do so only after they have completed all of their prerequisite and core courses, except for students enrolled in the MSGF online degree program (unless restricted by compliance regulations for international students).

Prior to completing an internship, students should meet with their advisor to determine which program requirements it fulfills.

- M.B.A. students may receive internship course credit for a maximum of two internships. Regular per-credit tuition fees apply.
- M.S. students may receive internship course credit for a maximum of one internship if their degree program allows.
- MSGF online degree program students may receive internship course credit for a maximum of two internships.

To complete a three-credit internship during the fall or spring term, students should:

1. Obtain an internship application form from the Office of Graduate Advising.
2. Complete the form.
3. Gain approval from the area chair and one full-time professor from the academic area most closely related to the internship.
4. Return the form to the front desk of the Office of Graduate Advising.

For summer internships, students must contact their advisor to be registered for the internship course from the appropriate area of study.

Internships for International Students

All international students wishing to complete an internship for credit must abide by the Curricular Practical Training instructions provided by the Office for International Services (OIS). Complete the CPT Application Form provided, and drop off your application form along with your offer letter at the front desk of the Office of Graduate Advising.

Expect and allow processing time of 1-2 business days in the Office of Graduate Advising to have your form signed before returning to pick up your signed form. Then expect and allow 3-4 business days for OIS to review and issue authorization; OIS will notify you when your new I-20 is processed and ready for pick-up. The start date of your internship must be indicated in the offer letter and allow the above stated time for processing, as you may not begin work before receiving authorization from OIS.

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