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).

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 obtain an internship application form from their academic advisor, complete the form, get approval from the area chair and from one full-time professor from the academic area most closely related to the internship, and return the form to their academic advisor. For summer internships, students must contact their advisor to be registered for the internship course from the appropriate area of study.

Students should meet with their advisor prior to completing an internship to determine which program requirements it fulfills. All international students wishing to complete an internship for credit must also fill out and submit a CPT form. The forms can be picked up in The Office for International Services on the third floor of Martino Hall (45 Columbus Avenue), but should be returned to the academic advisor in the Lowenstein Building.