

GRADUATE STUDENTS TAKING INTERNSHIPS



This document relates to internships that are not a requirement of the degree program. Procedures for required internships are in place in each program.

It is sometimes possible for a Graduate College student to complement or interrupt dissertation research to gain new expertise outside the University. The following policies apply.

- The internship must be related to the student's degree program and career goals.
- The student must have completed didactic course work and be enrolled in research hours.
- The student's mentor (committee chair) and program must confirm that the internship is appropriate.
- The internship should be for no more than 3 months.
- International students on F1 visas may need to apply for pre-completion OPT unless the activity qualifies for CPT status in the student's program. The application should include a letter from the program director explaining how the internship is related to the degree program.
- Paid internships:
 - If the internship requires more than 20 hours per week, a Graduate Research Assistantship will be suspended.
 - The student can remain enrolled in Dissertation Research (6980) if they can keep up with their work.
 - Or the student could enroll in a Special Studies course (S/U) with the mentor as Course Director and agreement from the outside entity to advise if the student has passed or failed. An Affiliation Agreement will be needed for the outside entity to grade the course.
 - Alternatively, the student can request a Leave of Absence for the time of the internship, so is not enrolled.
 - If the internship is \leq 20 hours per week, the GRA can be continued with the associated stipend adjusted according to how much is paid by the internship organization. Student can remain enrolled in 6980 and/or enroll in a Special Studies course as appropriate but must be enrolled in the minimum hours for a GA (6 hours Fall and Spring; 3 hours Summer).
- Unpaid internship:
 - Work must be no more than 20 hours per week and the student remains a GRA with stipend and enrolled in GA minimum hours.