

GRADUATE CAREER MANAGEMENT CENTER
Graduate Internship Course – Requirements For Enrollment

REGISTRATION DEADLINES

Fall: October 31st

Spring: March 31st

Summer: July 15th

NOTES

- Internships will be graded Pass/No Credit (P/NC). Students may use the P/NC option again for an elective course outside the major.
- Students may take up to three 1-credit internships (BUS 9801, 9802, 9803), but not more than 1 credit of internship per semester.
- Students may not use their current or previous employment for an internship.

BUS 9801

- *Note: International students on F-1 and J-1 visas are authorized to work only in concurrence with course enrollment, and may begin employment only after registering for the course and receiving employment authorization from the International Student Service Center (ISSC). Those who miss the registration deadline date for the current term are ineligible to begin employment until the start of the following academic term. International students cannot extend the duration of their program in order to take an internship.*
- For MBA and MS degree candidates: students must have completed 12 credits of 9000-level coursework toward their degree requirements prior to the start of the internship or work experience. Note: Students on F-1 visas must have been in lawful F-1 student status for at least one academic year prior to engaging in an internship; different conditions may apply to students on other visas.
- All students must have at least a 3.0 GPA.
- All students must have obtained an internship or other work experience that complements and/or enhances their academic study, as approved by the Graduate Career Management Center (GCMC) and Office of Graduate Studies. For international students, the ISSC must also approve the internship. This experience must further incorporate at least 135 experiential (work) hours in the semester for which the student is seeking registration, as well as all course requirements and supervision as assigned by the GCMC and faculty supervisor.
- All students must follow the registration procedures as outlined in the GCMC's "Graduate Internship Course – Registration Procedures" document.

BUS 9802

- All of the above, plus successful completion of BUS 9801.
- Note: internship or work experience may be a continuation of that started in BUS 9801 or a new experience.

BUS 9803

- All of the above, plus successful completion of BUS 9801 and 9802.
- Note: internship or work experience may be a continuation of a previous experience or a new experience.