Graduate Internship Course
Requirements for Enrollment

REGISTRATION DEADLINES:
Fall: October 31  
Spring: March 31  
Summer: July 31

NOTES
- Internships will be graded Pass/No Credit (P/NC).
- Students may take up to four 1-credit internships (BUS 9801, 9802, 9803, 9804), but not more than 1 credit of internship per semester. Please note that credit for BUS 9804 may not be counted toward a degree.
- Students may not use their previous or current 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.
- Internship may be a continuation of that started in BUS 9801, or a new one.

BUS 9803
- All of the above, plus successful completion of BUS 9801 and 9802.
- Internship may be a continuation of a previous one, or a new one.

BUS 9804
- All of the above, plus successful completion of BUS 9801, 9802, and 9803.
- Internship may be a continuation of a previous one, or a new one.
- You must still be taking for-credit courses that are being applied towards the completion of your degree. [BUS 9804 may not be used towards your degree requirements.]
- You may not extend your course of study in order to take BUS 9804.
- Students interested in taking BUS 9804 are encouraged to email the GCMC first at zicklin.gcmc@baruch.cuny.edu to confirm they will receive approval from the course academic advisor based on their individual academic situation. You are encouraged to make this request as far in advance as possible.