



Graduate Business Career Services

Summer 2021 Internship Requirements

Outlined below are the internship requirements for the summer 2021:

- The internship must be integral training and experience within your field of interest within business.
- The internship must be located within the United States
 - *For international students unable to enter the US we can discuss alternatives on a case by case basis*
- The internship must fall between the spring and fall semesters (5/22/21 – 8/17/21).
 - *For international students, please make sure to check in with the Center for International Education (CIE) to see when you are able to officially utilize curricular practical training (CPT).*
- The internship must occur for a minimum of 2 months (8 weeks).
- The internship should be 20 hours to 40 hours a week.
- It is preferred that the internship is paid.
- If you are an international student, you must work with the Center for International Education to receive proper work authorization utilizing Curricular Practical Training (CPT) **before** engaging in the internship.
- You must submit an offer letter or signed form from your supervisor to Bert Rivera and Michelle Levy to confirm your participation in the internship.
- You must update your information in GradLeaders outlining the internship position.
 - [GradLeaders Employment Tracking Link](#)
- It doesn't have to be labeled an 'internship' for the position to be acceptable, as long as it meets the above requirements.

Once students have received an internship offer they will submit an offer letter from their employer and fill out the summer employment form. The offer letter must include:

- Company name
- Position
- Location
- Pay, if applicable
- Dates of employment

If you do not secure an internship by May 31st, 2021 you will participate in the Internship Alternative requirement. The internship alternative requirement includes:

- Developing a business plan for a new business
- Participation in Career Introspective and Preparation Day
- Completing various career related assignments including:
 - Information interviews
 - Online learning modules
 - Reflection assignments