

GRADUATE INTERNSHIPS

All graduate students interested in completing an internship for academic credit must submit the internship approval form. (<https://bentleydownloads.s3.amazonaws.com/academics/InternshipFormFillableApril14.pdf>)

All three-credit internships are subject to the following policies:

- All required work for an internship must be completed during the term of registration.
- Students earning 3 credits are expected to work 20 hours per week for the duration of the academic term unless otherwise noted.
- Students must have a minimum of an overall GPA of 3.0, unless otherwise noted.
- Graduate assistants must obtain permission to register for an internship course from the the Director of Graduate Academic Advising and Engagement.
- The entire application process, including faculty submission of student information to Registrar, must be completed no later than the third week of each semester.
- Any courses dropped to accommodate internship course registration beyond the add/swap/drop deadline of each semester are considered withdrawals and subject to published refund deadlines.
- Regular withdrawal deadlines and penalties apply once the student has been registered for the internship course through the Registrar's Office.
- Regular grade reporting deadlines apply.
- All three-credit internships take place within the beginning and end dates of an academic term. Students may commence working at an internship on the first day of classes and must complete their workplace experience by the last day of final exams. Any deviations from this time line must be approved by the internship coordinator and the Associate Provost for Academic Services and Operations.

International Students who have only one course remaining in their last semester of study may not take a three-credit CPT (Curricular Practical Training) as their last course unless they take another on-campus course along with it. The three-credit internship may be an extra course, but not the only course taken in that term. For further clarification, contact the Center for International Students and Scholars.

- A three-credit internship experience cannot be used to extend a one-credit internship; students must clearly distinguish the two in terms of work responsibility and supervision.

All one-credit internships are subject to the following policies:

- Students are limited to one one-credit Internship per degree program.
- All one-credit internships take place within the beginning and end dates of an academic term. Students may commence working at an internship on the first day of classes and must complete their workplace experience by the last day of final exams. Any deviations from this timeline must be approved by the internship coordinator and the Associate Provost for Academic Services and Operations.
- Students who are still eligible to do a one-credit internship after a three-credit internship may do it at the same firm with the internship coordinator's approval and must document in the offer letter that it is a different experience. Students must clearly distinguish the two in terms of work responsibility and supervision.

- One-credit internships are 500-level courses and are designed to be extra courses outside the degree requirements and therefore do not satisfy degree requirements.
- All one-credit internships cannot be combined with any other courses to meet the overall number of credits required to graduate.

All credit-bearing internships are subject to the following Registrar's Office policies:

- Current tuition is charged for each credit-bearing internship.
- The application process, including faculty submission of student information to the Registrar, must be completed no later than the Add/Drop deadline of each semester.
- Any courses dropped to accommodate internship course registration beyond the Add/Drop deadline of each semester are subject to published refund deadlines.
- Regular withdrawal deadlines and refund penalties apply once the student has been registered for the internship course through the Registrar's Office.
- Regular grade reporting deadlines apply. Incomplete grades must be changed by October 1 for spring and summer internships and March 1 for fall internships in order to avoid conversion to an F.

International students must meet immigration regulations in order to complete an internship.

Graduate assistants must obtain permission from the Associate Dean of Business to register for an internship course.

For more information about graduate Internships please visit the Graduate Academic Advising and Engagement Website.