The Graduate Corporate Internship Program courses enable students to earn academic credit for combining academic work with an internship. The guidelines are below.

1. Student must meet the following requirements to be eligible to for Graduate Corporate Internship Program courses:
   a. Have a current cumulative GPA of 3.2.
   b. Have completed all core courses.
   c. Maintain a full-time enrollment status for the duration of the academic term in which the student enrolls for the internship course.

2. Student must provide to the Graduate Cox Student Services Office an official offer letter from the employer which should include:
   a. MBA level internship responsibilities.
   b. Compensation offered, if applicable.
   c. Dates of internship, matching the academic calendar for the term of enrollment.
   d. Hours worked per week:
      i. Students must work a **minimum of 10 hours per week** and a **maximum of 20 hours per week**.
   e. International students should submit a CPT request form along with their offer letter to Graduate Cox Student Services Office.

3. Internship credit counts as **free elective** only. It will NOT fulfill concentration or minor requirements.

4. Student must enroll for internship credit for the semester in which the internship occurs.

5. **Student must submit this form, with a current offer letter, no later than Friday before the start of Module A for each term in which the student enrolls for the internship course.**

6. Students will not be permitted to switch employers once the term has begun. Internship credit is awarded based on employment at **one company, in one position** for the duration of the term.
   a. If a student is faced with early termination for any reason, this must be reported to the Graduate Student Services Office immediately.

7. Students may complete a maximum of 3 internship courses including MNGT 6150.

8. Course will be graded on a Pass/Fail basis. To receive a **Pass** grade:
   a. The student must satisfactorily complete and submit to the Graduate Cox Student Services Office an internship report, at the end of each term, summarizing the MBA level work completed. Additionally, the student should outline how the internship experience will help accomplish the student’s MBA career goals. The internship report form will be emailed to students during the week before final exams and will be due on the last day of final exams.
   b. If material is not submitted on time, then a grade of incomplete is awarded. The grade of Pass or Fail will be awarded when the above requirements are satisfied. If the material is not submitted, the University rule is that the incomplete grade will change to an F.

Please indicate (check one) whether this is a continuation of your summer internship or a new position at a new company:

- [ ] CONTINUATION
- [ ] NEW POSITION & NEW COMPANY

Student signature:______________________________ Date:______________

Associate Director signature:_________________________ Date:______________

Internship guidelines.doc
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