

BBS INTERNSHIP POLICIES

Internships are one way through which BBS students may explore career options. Generally, students may find internships through searches for established internship programs at companies of interest or through two additional mechanisms: 1) the Office of Career Strategy, or 2) self-arranged plans.

Option 1: Internships via the Office of Career Strategy

The Office of Career Strategy posts two types of internships on the Yale Career Link, powered by Symplicity (<https://yale-csm.symplicity.com/students/>): a) Yale-coordinated internships; and b) internships by employers seeking Yale candidates. After logging onto Symplicity, choose the “Jobs” tab and do an advanced search to select internship type. In addition, Yale students have access to the iNet Internship Network (<https://inet-csm.symplicity.com/students>), a listing shared by eleven universities (Duke, Georgetown, Harvard, MIT, NYU, Northwestern, Rice, Stanford, University of Pennsylvania, USC, and Yale).

Option 2: Self-arranged internships

When developing internship opportunities, students should make it as easy as possible for the employer to create the internship to help ensure that the internship will be created.

Depending on the length of the internship and scope, it is ideal to strive for a project that has a clear deliverable as a final output. A vague job description may be a sign of insufficient preparation or organization on the part of the company. If a job description is not available, the graduate student can craft one by finding a company contact, describing his/her own strengths and interests, and discussing areas in which the student may be able to help the employer. The student can work with this contact to align his/her interests with the overlapping needs of the company and draft a short project description with proposed milestones and goals.

DURATION AND TIMING

The recommended duration for an internship is 2-10 weeks. Students should be mindful that the best times to conduct internships may be before thesis work starts or toward the very end of the Ph.D. in anticipation of entering the job market.

TIME OF YEAR

1. *Summer*: Summer is an optimal time for many students to conduct internships because summer internships do not require taking a leave of absence from the Graduate School. Students remain registered and thus retain all rights and responsibilities of a Yale GSAS student, including health insurance coverage through Yale. Note:

- Students on paid internships normally forfeit their summer funding.
- The purpose of the internship program is collect data or learn techniques to be used in dissertation research, or to gain exposure for a potential field of employment. Summer internships designed to expose students to potential fields of employment will not be permitted until after a student has been admitted to candidacy.
- Students are limited to two summer internships. Additional internships will require a Leave of Absence.

2. *Fall and Spring*: Internships during the fall or spring semesters require a leave of absence that begins on the first day of the internship. Once on leave, students cannot return until the following semester. Unless an internship is to run for a full semester, it is best to schedule the internship so that it ends

within the final week(s) of a semester. It is important to note that **academic year leaves of absence result in a suspension of GSAS student privileges**, such as health insurance coverage through Yale, and forfeiture of funding during the leave period.

REQUIREMENTS OF THE HOST

Students must receive an offer letter from the prospective internship host. The letter should detail the activities that will be conducted during the internship, contact information of the supervisor, and the dates of the internship. Students performing internships during academic year leaves are encouraged to seek salary/stipend and health insurance support with the Host, as these are not provided by Yale during leaves. Note: if the internship is during the summer, health insurance is retained.

APPROVAL PROCESS

Students must complete the Yale Graduate School *Request for Summer Internship and Summer Course Registration* form and secure the following documents:

- A statement describing the nature of the internship and work to be done, and how this experience will advance the dissertation research or promote career goals. Include the work location and contact information. Unless the internship is discussed in the DPR, include a research plan for the coming year.
- A statement of support from the advisor, explaining how this experience will benefit the student and advance academic goals. The advisor must also sign the internship form.
- A copy of the employer's intellectual rights or proprietary data agreement, in the event that the employer restricts in any way a student's right to use or publish data produced during the internship.

The student must provide the above documents to the individuals below:

1. *The Director of Graduate Studies*. The DGS must approve the internship and sign the internship form.
2. *The Graduate School Associate Dean*. The Associate Dean provides final approval of the internship.

COURSE ENROLLMENT

Students who have been approved for a summer internship must enroll in one of two summer courses, as described on *Request for Summer Internship and Summer Course Registration* form:

GSAS 901c Pre-Candidacy Applied Research Experience

GSAS 902c Post-Candidacy Applied Research Experience

Students who conduct internships during the academic year do not enroll in a course and instead take a leave of absence.

ADDENDUM

Alternative to full internships: Job shadowing

Students are allowed to perform one short "shadowing" internship of up to 2 weeks without needing to follow the policies above. Shadowing may be conducted at any time of year and at any point in graduate school. No leave of absence is required. Students must receive the written approval of the thesis adviser. It is advised that the student write a shadowing plan to guide activities and interactions with the employer.