KOGOD SCHOOL *of* BUSINESS
AMERICAN UNIVERSITY • WASHINGTON, DC

Graduate Internship Instructions – Summer 2014

Registration Deadline Summer 2014: Friday, May 23rd

Graduate students* may register an internship for 1.5 credits. **International students, however, who will be authorized through CPT to do paid work as part of an internship* *must* *register their internship for 1.5 credits.*

Regardless of the number of credits registered, all graduate students must adhere to the following requirements:

- Minimum **3.0 cumulative GPA**
- Must have completed 12 credits of required course work.
- International Students – In addition to fulfilling the core course work, you must be in the United States for one (1) academic year (requirement of INS), excluding summer, to be eligible to register for an internship.
- Work must be academic in nature.
- Credit must be applied to the semester in which the majority of the work is done.
- Internships are graded pass/fail only.
- To earn **1.5 credits,** students must work a **minimum** of **10 hours/week** for a **minimum** of **12 weeks.** No more than 1.5-credits can be earned per internship, regardless of the number of hours worked.
- A **maximum** of **3 internship credit hours**, taken as elective credit, may be applied toward a degree program.

Internship Approval Process
Step 1: (All students) See your **Graduate Academic Advisor** to verify your academic standing and academic eligibility to pursue an internship.
Step 2: (International Students Only) Bring your passport to **International Student & Scholar Services (ISSS)** to verify that you are eligible to work in the US. **NOTE:** You will **NOT** get work authorization at this time. You will obtain your work **permit** *after* you register for your internship.
Step 3: (All Students) See your **Faculty Internship Advisor** to review your internship position description for approval, to receive the course syllabus, and to sign the Internship Registration form **Faculty Internship Advisors for 1.5-credit internships:** ACCT 691 (Accounting) – Emily Lindsay (lindsay@american.edu, x1902, Rm. 14) ACCT 691 (Taxation) – Don Williamson (dwillia@american.edu, x1942, Rm. 209) FIN 691/REAL 691 – Finance / Real Estate– Peter Chinloy (pchinlo@american.edu, x1951, Rm. 229) ITEC 691– Information Technology – Rick Gibson (rgibson@american.edu, x2735, Rm. 24) IBUS 691– International Business – Bob Sicina (bsicina@american.edu, x1858, Rm. 223) MGMT 691– Management – Barbara Bird (bbird@american.edu, x1924, Rm. 216) MKTG 691– Marketing – Michael Carberry (carberry@american.edu, x1934, Rm. 28)
Step 4: (All Students) Bring the Internship Registration form to your Graduate Academic Advisor for review and copies. Your Graduate Academic Advisor will forward the forms to ISSS (international students) and the Registrar to finalize registration.