KOGOD SCHOOL of BUSINESS
AMERICAN UNIVERSITY • WASHINGTON, DC

Graduate Internship Instructions – Summer & Fall 2010

Registration Deadline Summer: Friday, May 21
Registration Deadline Fall: Monday, September 13

Graduate students* may register an internship for 0 or 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 **0 or 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: (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 (see Step 6).
Step 2: (All students) ▪ See your **Graduate Academic Advisor** to verify your academic standing and academic eligibility to pursue an 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:** ▪ Accounting – Don Williamson (dwillia@american.edu, x1942, Rm. 209) ▪ Finance / Real Estate – Peter Chinloy (pchinlo@american.edu, x1951, Rm. 229) ▪ Information Technology – Rick Gibson (rgibson@american.edu, x2735, Rm. 24) ▪ International Business – Bob Sicina (bsicina@american.edu, x1858, Rm. 223) ▪ Management – Barbara Bird (bbird@american.edu, x1924, Rm. 216) ▪ Marketing (Summer) – Sanal Mazvancheryl (sanal@american.edu, x1885, Rm. 28) ▪ Marketing (Fall) – Jack Swasy (jswasy@american.edu, x1974, Rm. 23) **Faculty Internship Advisor for 0-credit internships:** ▪ Kathy Getz, Senior Associate Dean (kgetz@american.edu, x1998, Rm. 207)
Step 4: (All Students) ▪ Bring the Internship Registration to your Graduate Academic Advisor for review and copies.
Step 5: (International Students *Only*) ▪ Bring your **Internship Registration form** and **offer letter** to **ISSS** office for approval and signature.
Step 6: (All Students) ▪ Bring the Internship Registration form completed with all required signatures to the Registrar's Office to register for the internship.