

BBS INTERNSHIP POLICIES

Internships are one way through which BBS students may explore career options. Generally, you 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 a number of opportunities. They may be summer internships, on-campus positions, or consulting projects. Visit <https://ocs.yale.edu/channels/phd-professional-experiences/> for more information.

Option 2: Self-arranged internships

When developing internship opportunities, you 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, you can try to craft one by describing your own strengths and interests and discussing with a company contact areas in which these skills and interests may be able to help the employer. You could then work with the contact to draft a short project description with proposed milestones and goals.

DURATION AND TIMING

The recommended duration for an internship is 2-10 weeks. Recognize 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 to conduct internships because summer internships do not require taking a leave of absence from the Graduate School. You remain registered and thus retain all rights and responsibilities of a Yale GSAS student, including health insurance coverage through Yale.

Note:

- Paid internships require you to forfeit your 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 you to potential fields of employment are not permitted until after you have been admitted to candidacy.
- You 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, you 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

You 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. If you perform an internship during an academic year leave of absence, you are encouraged to seek salary/stipend and health insurance support with the host employer, as these are not provided by Yale during leaves. Note: if the internship is during the summer, health insurance is retained.

APPROVAL PROCESS

You 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 your thesis adviser, explaining how this experience will benefit you and advance your academic goals. Your adviser must also sign the internship form.
- A copy of the employer's intellectual rights or proprietary data agreement if the employer restricts in any way your right to use or publish data produced during the internship.
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You 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. As of the spring semester of 2023, the appropriate Associate Dean is Allegra di Bonaventura.

COURSE ENROLLMENT

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

GSAS 901c Pre-Candidacy Applied Research Experience

GSAS 902c Post-Candidacy Applied Research Experience

If you conduct an internship during the academic year, you will not enroll in a course and will instead take a leave of absence.

ADDENDUM

Alternative to full internships: Job shadowing

You 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. You must receive the written approval of the thesis adviser. It is advised that you write a shadowing plan to guide activities and interactions with the employer.