

# SBS Graduate Internship Proposal Form and Guidelines

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This form should only be completed for students interested in completing an internship, not for credit. International students must complete this form to be considered for Curricular Practical Training (CPT). If you want to complete a 3 credit internship course applicable to your degree requirement, **do not** complete this form. Please consult your advisor and International Student Services Offices (ISSO-International Students Only) for the appropriate form.

## To be completed by student:

Student name: \_\_\_\_\_  
Year: \_\_\_\_\_

Student ID: \_\_\_\_\_  
Student Phone: \_\_\_\_\_

Semester (circle one): Fall Spring Summer

Student Email: \_\_\_\_\_

Graduate Program:  MBA  MSF & MSFSB  MSA  MST  MSBA  Other (specify program) \_\_\_\_\_

Course:  SBS Level:  920 Graduate (does not apply to HLTH 885 or PAD 859)

Credits:  0 Credits

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Name of Internship Supervisor: \_\_\_\_\_

## Please note:

- Read the policies below and be familiar with them.
- You are responsible for completing the required internship proposal form; providing an internship offer and description from the internship company; and receiving approval from International Student Services Office (international students only) BEFORE it will be considered by your Program Director/Course Coordinator and the Sawyer Business School Dean of Graduate Programs.
- You understand that this is a non-credit course that does not apply to your degree program but will provide you practical experience that is degree and career relevant.
- International students will be able to register for the internship course after it has been verified by the International Student Services Office (ISSO) for Curricular Practical Training (CPT) approval and approved by the Program Director/Course Coordinator and Dean of Graduate Programs.

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## Policies:

- Students must have completed SBS 700 (excluding MPA). International students must have completed at least 2 semesters of their graduate program, as well as be in good academic standing. Enrollment status is verified by the International Student Services Office.
- International Students must bring all approved paperwork to the International Student Services Office **before** CPT can be approved.
- Deadline: FIVE business days before the end of the add/drop period for the semester you plan to complete it submit your Internship proposal to the Dean's Office. If the Dean's Office denies the proposal *and sufficient time remains within the deadline window*, you may submit a revised proposal with program director approval.
- International students must have each zero credit internship course approval by the International Student Services Office.

If approved, this course must be taken **prior to your degree being awarded**. A grade of "P" (pass) or "F" (fail) will be recorded on your transcript for your internship after receipt of your internship supervisor's evaluation and verification you have completed your practical training by the SBS Dean of Graduate Programs.

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## Approvals:

The proposal should include the documentation requested on the following page. Final approval is contingent upon review for qualification, CPT guidelines by the International Student Services Office (ISSO-for international students only) and degree/career relevance.

ISSO signature (international students only): \_\_\_\_\_ Date:  approved  denied

Program Director or Course Coordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_  approved  denied

Academic Dean's signature: \_\_\_\_\_ Date: \_\_\_\_\_  approved  denied

Explanation if denied: \_\_\_\_\_

**SUFFOLK UNIVERSITY  
SAWYER BUSINESS SCHOOL  
SBS 920 Graduate Internship**

**SBS Graduate Internship Proposal Guidelines**

**Final approval for international students is pending verification from the International Student Services Office of CPT requirements and qualifications being met.**

**This must be completed BEFORE you bring the following information to the Program Directors/Course Coordinators and Dean's office for processing.**

**Your proposal must detail the following:**

1. Completed and approved SBS Graduate Internship Proposal Form
2. Offer letter/email from internship company
3. Name of internship supervisor: \_\_\_\_\_
4. Description of internship
5. An internship supervisor evaluation must be completed and submitted to the **SBS Dean of Graduate Programs** (120 Tremont St. 5<sup>th</sup> Floor, Attn: Dean Behnam) at the end of your internship in order for the course to appear on your transcript.

**Program Contact Information:**

**Course Coordinator for MSA and MST students:** Professor Irene Wang

**Course Coordinator for MSF students:** Professor Ying Becker

**Course Coordinator for MBA students:** Sarah Esner

**Course Coordinator for MSBA students:** Professor Ken Hung

**SBS 920 AE Graduate Internship Description:**

This internship course is for students who are working in an approved graduate level internship in a company, non-profit organization, or public agency. The internship is described in a written proposal agreed upon by the company sponsor and intern. The internship must be approved by the International Student Services Office (international students only), Program Director/Course Coordinator and SBS Dean of Graduate Programs. The internship is intended for international students who wish to participate in a practical, degree related experience. This course does not count toward a degree. International students must receive Curricular Practical Training (CPT) approval with the International Student Services Office PRIOR to beginning an internship.

Credits:	0.00 CEUs
Academic Level:	GR-Graduate
Semesters:	Spring, Summer and Fall
Prerequisite:	SBS 700. International students must complete 2 academic semesters before approved. Approval of Program Director/Course Coordinator and SBS Dean of Graduate Programs required.
Instructor:	Michael Behnam

**Please note:**

Grading: A grade of "P" (pass) or "F" (fail) will appear on your transcript for the non-credit course after receipt of your internship supervisor's evaluation and verification you have completed your practical training by the SBS Dean of Graduate Programs.

**SUFFOLK UNIVERSITY**  
**SAWYER BUSINESS SCHOOL**  
**SUPERVISOR/EMPLOYER REPORT**  
**SBS 920 Graduate Internship**

The student named below has enrolled in an internship course to gain practical experience related to their graduate degree and career goals. Please complete this report and return to the student at the completion of their semester long internship.

Name of Student\_\_\_\_\_

Name of Employer/Company/Organization\_\_\_\_\_

Address\_\_\_\_\_

Telephone\_\_\_\_\_

Form Signed by\_\_\_\_\_

Title\_\_\_\_\_

Briefly describe the responsibilities assigned to the student:

Date of employment/work (from/to):

Days and hours of employment/work:

Please evaluate the quality of the student's work:

Other comments:

Signature:\_\_\_\_\_Date:\_\_\_\_\_