

## Internships for GSBS students

The GSBS recognizes that students may seek internships to enhance their training experience and career readiness while in graduate school. The GSBS supports the participation of students in internships related to the student's training and/or provides an avenue to gain experience in a relevant career path. Students wishing to participate in an internship experience must obtain prior approval from the GSBS before engaging in either paid or unpaid internship work to remain compliant with the [GSBS stipend policy](#). Requests to the GSBS for internships require the approval of the research advisor and advisory committee members, and all must agree that the internship enhances the student's graduate education experience.

For the following, an internship is defined as a learning experience that integrates into the student's education with practical application and skills development in a professional setting; it allows the student to gain valuable applied experience and make connections in professional fields being considered for career paths.

### General information:

1. All internships must be approved by the GSBS Dean's Office. In some cases, additional approvals may be required by the GSBS Deans and will be communicated to you by the Office of Career Development (i.e. points 6, 10, 14).
2. The research advisor and committee must all agree that the student will receive an educational benefit and that the internship will enhance their career development.
3. The student is wholly responsible for identifying the internship sponsor and submitting the internship request to the GSBS. The internship experience must be related to the student's training and/or career development. Students are encouraged to work together with the GSBS Career Development Office to identify opportunities and navigate the internship request process.
4. It is expected that the student will notify the GSBS Career Development Office, their thesis advisor, and the Office of International Affairs (OIA; if applicable) at least two months prior to beginning the internship. In cases where the student has not yet been formally offered the internship, students should make this notification and indicate that they are awaiting the internship decision and/or offer.
5. The GSBS internship request consists of the following:
  - a. Copy of an internship offer letter provided by the internship supervisor or company (If not available when submitting the request, it can be provided before the start of the internship)
  - b. Completion of the GSBS Internship Request Form signed by the student, the research advisor, and all advisory committee members. The form will be sent to the student upon notifying the Career Development Office.

Upon receiving the completed request, the request will be reviewed and approved by the GSBS Dean's Office. Students must receive all approvals (including CPT, if applicable) and be enrolled in the GS00 1021 Special Project: Internship course or take an approved Leave of Absence before beginning the internship.

6. International students must also contact the Office of International Affairs to request curriculum practical training (CPT), which is required to participate in paid and unpaid internships. International students should complete the student section of the CPT form and submit it to the GSBS Career Development Office, which will coordinate all required signatures from the GSBS. The signed form will be returned to the student, and it is the student's responsibility to submit it to OIA to gain work authorization. International students must enroll in the GS00 1021 Special Project to be eligible for CPT. Students who travel outside of Houston to their approved internship worksite must return to campus on the date that was approved by OIA on their CPT form. International students are not eligible to take a leave of absence during their internship.
7. Full-time internships: Students wishing to engage in a paid full-time internship, or any paid internship exceeding 10 hours per week, will be required to 1) waive their paid Graduate Research Assistantship (GRA) for the duration of the internship, and 2) pay for their own [tuition](#), fees, and health insurance for the duration of the internship, or take an approved leave of absence for the duration of the internship. Research advisors who believe that any full-time internship will interfere with the student's training experience or greatly lengthen the overall duration of the student's training reserve the right to not approve the internship.
8. Part-time internships: Students wishing to engage in a paid part-time internship, or any paid internship NOT exceeding 10 hours per week, may continue to receive their GRA provided they continue to meet the laboratory expectations set by their research advisor. Please note that paid part-time internship work (an additional 25% time or 10 hours/week) in addition to GRA duties are in alignment with NIH policy (See [NIH Grants Policy Statement](#), Section 11.2.10.2 and 11.3.10.2, for more details). Students wishing to engage in unpaid part-time internships may request an exception for internship work exceeding 10 hours per week if their research mentor and advisory committee approve. Research advisors who believe that any part-time internship will interfere with the student's training experience or lengthen the overall duration of the student's training reserve the right to not approve the internship.
9. Internships at MD Anderson or UTHealth: Students participating in part-time internships at MD Anderson or UTHealth Houston may only hold unpaid internship positions.
10. Funding from external sources: It is the student's responsibility to determine whether participating in an internship is compliant with their funding agency's policy regarding their fellowship or award (i.e., if funded on a training grant, seek approval from training grant PI; if funded on a fellowship, seek approval from funding agency). Please contact the GSBS Career Development Office for more information or assistance on funding compliance.
11. Internship duration and dates: The duration of an internship must be equal to or less than an [academic semester](#). The start and end date for the internship must fall within the academic semester that the internship occurs. Exceptions for internship dates that fall outside of an academic semester may be made on a case-by-case basis provided the internship does not require CPT authorization. Students must return to the lab and be present on campus by the approved return date stated on the internship request.

12. Students requesting to do an internship must be making acceptable academic progress and be current on all academic milestones. This includes being current on committee meeting requirements. Extensions for academic milestones will not be made due to participation in an internship.
13. PhD students may request to enroll in the GS00 1021 Special Project: Internship course up to two times during their doctoral studies. MS students may request to enroll in the GS00 1021 Special Project: Internship course one time during their studies. Effectively this means that GSBS PhD students may engage in an internship (part- or full-time) for two semesters of their doctoral training, and MS students may engage in one internship during their training.
14. Conflict of Interest: GSBS graduate students participating in internships remain responsible for knowing and following the official UT policies in [The University of Texas Health Science Center at Houston Handbook of Operating Procedures \(HOOP\)](#) that pertain to potential conflicts of interests, including research conflicts of interest. In addition, students who work at MD Anderson are also responsible for knowing and following the [MD Anderson conflict of interest](#) policies, and their internships must undergo a conflict-of-interest review by MD Anderson before being approved. Policies will be provided to students before beginning their internships.
15. GSBS students must complete two academic semesters and formally affiliate with a primary advisor before pursuing an internship. Additionally, PhD students who receive funding from the GSBS and choose to participate in full-time internships will forgo GSBS funding during the internship period and will not be granted extensions of GSBS funding.

*Last revised 5/1/2024*