

GMS Guide and Process for External Professional Development Internships for PhD students

Purpose: This document is intended to provide the guidelines and process should a PhD student in Graduate Medical Sciences (GMS) in the BU School of Medicine be interested in pursuing an optional, short-term internship outside of BU. The internship must be on a project or activity outside of the student's current scope of research at BU and offered by an agency external to BU.

Career opportunities for individuals with a PhD degree in the biomedical sciences have expanded beyond traditional academic faculty positions into areas of law, business, policy, communications, biotech, pharma and others. GMS defines an internship for their PhD students as an experiential learning opportunity to explore career interests. This is viewed by GMS as a professional development experience, whether or not the internship is financially compensated by the outside organization.

Scope of Work: The internship activity must be outside the scope of the student's dissertation research. For example, an internship at a biomedical journal editorial office for a student interested in science communications would comply. A research-based internship may be approved, but must not overlap in content or intent with the student's dissertation research or field of study. All internships must have prior approval from the student's BU research dissertation advisor (or Principal Investigator; PI).

A request for approval for an internship research activity which includes, but is not limited to, data acquisition, analysis, or interpretation, experimental design, manuscript and/or funding request (e.g., grant, contract) preparation must include agreement from the external institution of student rights to authorship and timely publication. The internship site should be notified by the student that BU students are subject to various BU policies, including the Boston University Intellectual Property Policy. Under this policy, BU retains rights in inventions and discoveries made by the PhD student under grants or contracts between BU and third parties or made using any significant BU resources, including funds, space, personnel or facilities. For any research internship, students and their research advisor should contact the Office of Technology Development for specific guidance and forms (otd@bu.edu).

The work to be performed at the internship must not detract from the PhD student's research, teaching, or other services to BU, involve inappropriate or significant use of BU resources, or otherwise conflict with the student's obligations to BU.

Short-term learning opportunities that are fundamental or essential to a student's research or dissertation, typically as a research collaboration organized by the student's research advisor or PI, are not included in this internship guide or process. PhD dissertation work done outside of BU is covered under existing university [policy](#).

Eligibility: To be eligible, a PhD student will be a full-time student, have passed their qualifying exam, be in good academic standing with a GPA of 3.0 or higher and be on track to degree completion. A PhD student can have a maximum of one (1) internship during their time to degree. An internship is not permitted in the semester of the student's oral defense or the semester prior to the defense. An internship period will be a maximum of 3 months in succession without interruption.

International Students: International students must adhere to all items in this guide. As these internship opportunities provide experience directly related to the student's field, and they fall under the academic program's Certified Full-time designation, internships approved based on this guide can be approved for [Curricular Practical Training](#) (CPT). CPT is a type of employment authorization that is used

10/13/2020

for an internship or practical training experience that is “integral to an established curriculum”, and students must apply for authorization with the International Students & Scholars Office (ISSO). Students should contact [BU ISSO](#) for additional information.

Registrar and Financial Considerations: GMS will not provide stipend support to a student during their internship. Tuition scholarship will apply during the internship. Students will be certified as full-time (submit form to Registrar; see below) and retain their BU health insurance coverage. If a student is financially supported by a funding mechanism(s) through their research advisor/PI at the time of the application, this will be discontinued for the duration of the internship. A funding opportunity to PhD students for professional development internships may be available through the Angle Career Development Program. Contact Dr. Barbara Schreiber (schreiber@bu.edu) for more information.

Application Process: The student will complete the [Certified Full Time Form](#), keep a copy of it, and upload the form to the GMS Registrar via the web site. The form must include a complete description of the internship opportunity. At least 1 month before the internship start date, the student will submit the required documentation (below) via email (gmsa@bu.edu) with the subject line: **PhD Student Internship Request**. The documents will be reviewed by the Associate Dean of GMS and two GMS faculty members. Late requests will not be reviewed. A student will not accept an internship until it is approved by GMS.

Required Documents: Students must submit the following documents to the GMS Office:

1. An internship offer letter or other proof of the opportunity on company letterhead. The letter must include:
 - i. a description of the scope of work
 - ii. a list of intern responsibilities
 - iii. a statement of financial offer as an unpaid or paid position; if paid, include level of financial compensation
 - iv. internship start and end dates
 - v. daily supervisor title and contact information
 - vi. description of personnel support resources (e.g., human resources department) and confirmation of compliance with state and federal regulations in the workplace including Equal Opportunity and Affirmative Action
 - vii. Acknowledgement of student right to authorship and publication (research-based internship)
2. A copy of the completed Certified Full-time Form that was uploaded to the Registrar’s office
3. A letter from their dissertation research advisor on letterhead indicating approval of student’s participation in the internship.
4. International Students: [Curricular Practical Training](#) (CPT) Recommendation Form with all but section 6 completed. Section 6 will be completed by GMS Associate Dean upon internship approval and returned to the student. Once CPT Recommendation form signed by GMS Associate Dean is returned to the student, the student will submit the signed form to their [ISSO Advisor](#) with additional required documentation as described in the “Applying for CPT Authorization” portion of the [CPT website](#). CPT Recommendation forms require a minimum of 5 business days for approval, and students will NOT begin any employment until they receive their updated I-20 with CPT Recommendation on P. 2.