

## Summer Internship Degree Requirement for Full-time MBA Students

As of Fall 2020, McDonough Full-time MBA students are required to complete an internship in order to receive their degree. **Please be assured that there are several ways this requirement can be met. For the vast majority of you, obtaining and completing the regular summer internship is all that will be required. In case you are not looking for a traditional internship**, the MBA Program Office and the McDonough Career Center will work with you to identify the most appropriate *alternate internship equivalent* project experience so all FT students are able to satisfy the degree requirement.

## Completing the Requirement

Internships must be:

- At least 1 week long
- Completed regardless of years of experience
- Completed during the summer, after the end of the first year MBA core curriculum
- In line with core Georgetown values, including cura personalis and service to others.

Internships can be:

- Paid or unpaid
- In-person or virtual (in-person preferred)
  - Virtual internships are also accepted if the employer/company/organization has appropriate measures in place to provide training, supervision and evaluation
- Supporting an existing corporation, institution, or not-for-profit; OR developing, testing, launching, or running an independent entrepreneurial venture

McDonough's MBA Career Center provides resources, internship listings, and other support to assist students in finding internships but students should not limit themselves to the openings listed through MCV and are encouraged to initiate their own search in their area of interest. The responsibility for locating positions and fulfilling the internship degree requirement lies with each student.

This document provides important information including:

- [requests for alternate internship equivalents](#)
- guidance for those [unable to secure a traditional summer internship](#)
- process if employer requires [academic credit for internship](#)
- [entrepreneurial pursuits](#)
- [reporting](#) internship
- specific information for [F-1 students](#)
- [how to report summer internships, entrepreneurship plans, or other involvement](#) in [MCV](#).
- [how to report completion](#) and brief [overview](#) of the full process.

### **Can the internship requirement be waived?**

- If you are prohibited from pursuing a summer internship, you can apply for and pursue an alternative project. This generally includes *sponsored* F-1 students and students with military commitments. Students that are granted an alternative project will be required to replace the internship requirement with an appropriate experiential learning opportunity determined by the Senior Associate Dean of the MBA Program.
- Alternatives could include, but are not limited to, projects, tutorials, case competitions, pitch decks, or other activities that advance the applied learning of the student, building on the knowledge and skills gained during the 1st year of the full-time MBA degree. A final deliverable will be required and due prior to the start of fall semester, year two.
  - The alternative project should be, in the spirit of the internship requirement, to the benefit of an existing corporation, institution, or not-for-profit.
- If you believe you qualify for a replacement of the internship requirement, please submit the [Internship Degree Requirement](#) form for review. You will be notified if your request is approved, and will be connected to the Senior Associate Dean to determine an alternative experiential learning opportunity.
- Students cannot waive the internship requirement by taking summer classes.

### **I am sponsored by my home country or organization and am prohibited from participating in an internship over the summer. What should I do?**

- It depends on the specifics of your situation. For example, does your sponsor distinguish between paid and unpaid internships? Does your sponsor distinguish between an internship that is a requirement for graduation versus a voluntary internship experience? Does your sponsor require you to commit to other obligations over the summer? Contact your MBA Program Advisor, Career Advisor, and/or OGS for guidance.
- Submit the [Internship Degree Requirement](#) form if you need to request an alternative experiential learning project.

### **If I already have significant professional experience in a relevant field, am I still required to complete an internship?**

- Yes, regardless of the amount of previous experience, you must still satisfy the internship degree requirement.

### **What happens if I am unable to obtain an internship?**

- MBA students are encouraged to communicate regularly with their assigned Career Advisor in the McDonough MBA Career Center throughout the internship search. If by July 1 a path to a suitable internship has not been identified, a Career Advisor or MBA Program Advisor, in consultation with the Senior Associate Dean of the MBA Program, will reach out to discuss next steps or possible alternatives to develop an *internship equivalent* in order to satisfy the internship requirement.
- *Internship equivalents* may include, but are not limited to, projects, tutorials, case competitions, pitch decks, or other activities that advance the applied learning of the student, building on the

knowledge and skills gained during the 1st year of the full-time MBA degree. A final deliverable, determined by the Senior Associate Dean, will be required and due prior to the start of fall semester, year two.

- *Sample Internship Equivalent Project*
  - Strategic issue: Understand employee satisfaction at XYZ company
  - Length: 6 weeks, 120 hours
  - Deliverable: Present findings in one-page brief and 15-minute presentation to company leadership outlining issues and suggesting changes and new initiatives
  - Outcome for student: Learn about the employee experience at XYZ company, gain hands-on experience with qual/quant research and develop real solutions that you can talk about in interviews
  - Outcome for company: Learn about the employee experience at XYZ company, get new ideas for improving employee satisfaction and improve company culture
- There will be considerable flexibility in the parameters of the *internship equivalent*, and there will be ample opportunity for the student to co-create the final internship equivalent. The goal is to develop something that is of maximum value for the student's learning and education.
- Taking summer classes rather than completing an internship or approved alternative **will not** satisfy the degree requirement.
- Your final deliverable must be submitted **prior to the start of the fall semester**. The internship degree requirement will not be satisfied until your final deliverable is submitted.

**If my internship employer requires me to receive academic credit (in lieu of pay) for the internship, what do I do?**

- This should be very uncommon, but enrollment and successful completion of Internship in Business (MGMT 660/661/662) should satisfy the employer requirement and does not prevent the internship from satisfying the degree requirement. This is a 0.25 credit course with a short final deliverable. Contact your MBA Program Advisor for guidance.

**Do entrepreneurial pursuits satisfy the internship requirement?**

- Yes, with proper documentation and approval, entrepreneurial pursuits can satisfy the internship degree requirement.
- If you are planning to pursue an entrepreneurial venture to satisfy the internship degree requirement, you must submit a proposal via the [Internship Degree Requirement](#) form and include the following details:
  - Description of your business concept/plan (including whether you expect to serve clients)
  - Description of where you expect to focus your efforts over the summer (e.g. research and concept development, testing, launching or running the entrepreneurial venture)
  - Summer work plan (e.g. goals, deadlines, number of weeks and approximate number of hours per week)
  - Proposed final deliverable

- Whether work will be done individually or as a team (if with other students, provide clarity on expectations of each team member)
- We recognize that the entrepreneurial process differs based on factors such as how developed the concept is, the goals of the project, and the experience of the individual/team, and expect that each proposal will also differ. We also understand that goals and deliverables might evolve throughout the process. Satisfying the internship requirement will not be determined on how closely you stuck to your original plan. Instead, we will look for evidence that fundamental skills and knowledge learned from first year MBA core courses have been applied throughout the process.
- Once you have received written approval from the Program Office, you must report your summer entrepreneurship plans in [MCV](#). See detailed instructions and visual below ([Appendix A](#)).
- Your final deliverable must be submitted **prior to the start of the fall semester**. The internship degree requirement will not be satisfied until your final deliverable is submitted and approved by the Senior Associate Dean.

**What do I do once I have accepted a summer internship?**

- All students must report their summer internship plans (including entrepreneurial pursuits) to [MCV](#). See detailed instructions and visual below ([Appendix A](#)).

**Is anything needed to confirm successful completion of the internship degree requirement?**

- Yes, you must report successful completion of your internship experience, and provide contact information for your employer in case verification is needed. This form is posted in the [Program Office Canvas](#) site and is due prior to the start of the fall semester.

**Additional guidance for F-1 students**

**As an F-1 student, am I also eligible to pursue entrepreneurship ventures over the summer and use that experience to satisfy the internship requirement?**

- Yes, if the entrepreneurial work satisfies the internship requirement (as determined by the Senior Associate Dean of the MBA Program).

**As an F-1 student pursuing an entrepreneurial venture, am I required to apply for Curricular Practical Training in order to satisfy the internship requirement?**

- No, as long as you do not have clients, incorporate, provide services, etc., you do not need CPT. In other words, if you spent the summer researching, planning, and writing a business plan, but did NOT provide any services, you would not need CPT.

**I am an F-1 student that has been approved to pursue an entrepreneurial venture over the summer to satisfy the internship degree requirement. Will I be able to get Curricular Practical Training authorization?**

- No. Because CPT requires you to have a supervisor, it is not appropriate for self-employment. CPT requires that a company/organization be responsible for providing hands-on part of training experience and supervision. Faculty oversight does not satisfy this requirement. However, if you are participating in a GU Venture Lab program, this may be considered on-campus employment which does not require CPT.
- If you are planning to launch your own startup that is independent of a GU Venture Lab program, you should look at securing pre-completion Optional Practical Training (OPT) for this independent, entrepreneurial work. Contact OGS for details about applying for OPT.

**As an F-1 student, does the internship need to be completed in the U.S., or can I complete it in my home country?**

- Internships can be completed within or outside the U. S.

**Under what circumstances do I need CPT authorization?**

- Off-campus employment opportunities for F-1 and J-1 students based in the U.S. require prior authorization from OGS and/or U.S. Citizenship and Immigration Services (USCIS). Authorization is always required in advance of employment. Never accept or engage in paid or unpaid off-campus employment, internships, fellowships, or other training without prior authorization. This includes volunteer activities or registered tutorials that train you for your profession, whether paid or unpaid. If you are unsure whether an opportunity you are interested in requires CPT authorization, please consult with your OGS and MBA advisors. For more information, visit the [OGS Employment website](#) and complete the online modules in Canvas.

## APPENDIX A

### Guidance on reporting summer internships, entrepreneurial plans, or other involvement in [MCV](#):

To report your summer plans in MCV, please follow these steps:

#### 1) Login and navigate to the Profile screen:

Georgetown University McDonough School of Business

Home Profile Target Employers Employers Contacts Tasks Activity Stream Research Tools OCI and Job Listings Appointments Events Resource Library Help & Support

**Test2 FTStudent**  
Describe yourself... What's your headline? [FTMBA - Spring 2024](#)  
noemail2@georgetown.edu

Jobs and Job Offers Application Materials Background

Post MBA Please tell us about your post graduation plans [+ Report Status](#)

Internship Please tell us about your plans [+ Report Experience](#)

Pre MBA Please tell us what you were doing before starting school [+ Report Job](#)

#### 2) In the Internship section, click on “+ Report Experience”

Georgetown University McDonough School of Business

Home Profile Target Employers Employers Contacts Tasks Activity Stream Research Tools OCI and Job Listings Appointments Events Resource Library Help & Support

**Test2 FTStudent**  
Describe yourself... What's your headline? [FTMBA - Spring 2024](#)  
noemail2@georgetown.edu

Jobs and Job Offers Application Materials Background

Post MBA Please tell us about your post graduation plans [+ Report Status](#)

Internship Please tell us about your plans [+ Report Experience](#)

Pre MBA Please tell us what you were doing before starting school [+ Report Job](#)

- 3) Select the best option for your situation and complete the subsequent page, including as much detail as possible about your experience. Be sure to indicate “Summer 2021” for the Internship Period.

**Definitions:**

*Pending Internship:* Indicates that you have received a formal offer but not yet accepted. It is fine to select this as a temporary indicator, but note that you will need to change it to “Accepted Internship” in order to fulfill the program requirement.

*Accepted Internship:* Indicates an internship that you have committed to. Your internship search should stop at this point and you should withdraw from any other searches. Per the Code of Conduct, it is not acceptable to renege on an accepted internship.

*Sponsored Job:* This option should be used for students who are being financially sponsored by their employer for their education and intend to return to that employer following graduation.

*Own Venture:* This option should be used by students who are engaged in **entrepreneurial pursuits**. Note the additional requirements above for gaining approval for this type of experience.

The screenshot displays the 'Report Experience' modal form within the Georgetown University McDonough School of Business portal. The modal is titled 'Report Experience' and contains a section for 'Internship' with the prompt 'Please tell us about your plans'. Below this prompt are seven buttons: 'Pending Internship', 'Accepted Internship', 'Sponsored Job', 'Own Venture', 'Seeking Internship', 'Postponing job search', and 'Not seeking an Internship'. The 'Sponsored Job' and 'Own Venture' buttons are marked with an information icon. To the left of the modal, a sidebar menu lists various navigation options: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, Research Tools, OCI and Job Listings, Appointments, Events, Resource Library, and Help & Support. The background shows a user profile for 'Test2' with contact information and a 'Jobs and Job Offers' section. Below the modal, there is a section for 'Pre MBA' with the prompt 'Please tell us what you were doing before starting school' and a '+ Report Job' button.

- 4) Once all information is entered, be sure to hit the “Submit” button to record the experience.

## APPENDIX B

### Overview of the process for completing the internship degree requirement:

#### Secure internship

- If applicable:
  - Submit Internship Degree Requirement Form
  - Apply for Curricular Practical Training

#### Complete internship (or approved alternative)

#### Report successful completion of internship requirement

- Internship Requirement Completion Form will be sent out prior to the start of Fall

#### Report post-MBA full-time offers to MCV

- CELEBRATE!