

# College of Engineering PhD Internship Policy and Procedures

## Updated 03/29/2023

### **PhD Internship Description:**

The Graduate School of Engineering at Northeastern University defines an Internship as a special case of experiential learning that applies only to PhD students. Eligibility is restricted to PhD students who have completed a minimum of two semesters of full-time registration, and who are pursuing a dissertation in which their dissertation advisor supports their working at an outside organization in order to complete the research. Note that some companies or organizations refer to either paid or unpaid student work experiences as “internship;” however, in the College of Engineering, Internship has special meaning from an educational point of view.

An Internship must be integral (read: essential, vital, fundamental) to a student’s dissertation research and is generally a special arrangement with a research partner organized by the student’s dissertation advisor – it is not a student-initiated opportunity, nor is it a co-op or other employment opportunity that is separate from the student’s research. The faculty advisor is required to sign, verify, and document that this experience is integral to the student’s dissertation research in order to obtain approval from the Graduate School of Engineering.

**As of Summer 2022, students are authorized to complete 3 full-time PhD Internship opportunities and 12 part-time PhD Internship opportunities.**

### **Student Instructions to Request a PhD:**

All students must obtain approval from their dissertation advisor via the *PhD Internship Request Docusign* form to engage in a PhD Internship.

The Graduate School of Engineering requires the following documentation for review:

1. PhD Internship Request Docusign form.
2. Copy of internship offer letter or other official proof of internship on company letterhead (the internship must carry a minimum duration of 11 weeks within the academic semester, as defined by the [academic calendar](#)).
3. Letter from dissertation advisor describing how the internship is integral to the student’s dissertation research.

**International students requiring CPT authorization:** In addition to the above approval process for all PhD Students, F-1 status or Academic Training (AT) for J-1 students, will need to complete the [Office of Global Services CPT Authorization Request e-Form](#) through the myOGS system. Both paid and unpaid internships will require CPT authorization for international students. **Please use the [coe-gradadvising@northeastern.edu](mailto:coe-gradadvising@northeastern.edu) as the secondary approver. Your Graduate School of Engineering advisor will review your request.**

### **PhD Internship requests in the final semester:**

Approval of a PhD Internship in the final/graduating semester is granted if the Dissertation Advisor confirms in writing the student needs to be at the off-campus site in order to complete their dissertation. This letter is sent to OGS by the GSE and is added to the student's SEVIS record.

### **Course Registration for PhD Internships**

Approved PhD Internship experiences require students to register each term they will participate in the internship. The Academic Advisor will register the student for the required course ENGR 9700 (Full-Time experience) or ENGR 9702 (Part-Time Experience).

**Full-time experiences:** ENGR 9700: Dissertation Fieldwork. This course can be completed a maximum of 3 times. Registration in this course confers full-time registration status for the student.

**Part-time experiences:** ENGR 9702: Dissertation Fieldwork Half-time. This course can be completed a maximum of 12 times. Registration in this course confers half/part-time registration status for the student. If student needs to show full-time registration status, additional courses will need to be added such as Research: 9986 or one of the dissertation courses (9990, 9991, 9996), if applicable.

The ENGR 9700 and ENGR 9702 courses are both zero semester hours but billed at one semester hour of tuition. **To support students on approved PhD Internship, the College of Engineering will award a one-semester hour tuition scholarship to cover the cost of the tuition. The Student Accounts Office applies the scholarship between 8-12 weeks after the start of the semester.**

### **SGA Funding and PhD Internships**

Students on an approved full-time PhD Internship cannot hold a SGA during the same period. Students on an approved part-time PhD Internship may be able to hold a partial SGA if the PhD Internship and SGA combined do not exceed 20 hours. For example, a student can hold a 10 hour/week PhD Internship and a 10/week prorated SGA. Please consult with your Faculty Advisor/PI if this is a possibility.

### **PhD Internship Extension Requests:**

To extend a PhD Internship **within the semester (as defined by the Academic Calendar)**, students are required to submit:

1. A copy of the updated internship offer letter (with the new end date) on company letterhead or an official email and acknowledgement from PhD Faculty Advisor of the change in dates. Please send documentation to the GSE advisor via email.
2. **International students only:** [OGS CPT authorization update form](#)

To extend a PhD Internship **beyond the current semester**, students are required to submit:

1. A new PhD Internship Request form
2. A copy of the updated internship offer letter (with the new end date) on company letterhead
3. Updated Letter of Support from Research Advisor
4. Registration in appropriate ENGR: Dissertation Fieldwork course
5. **International Students only:** [NEW OGS CPT authorization form](#)