



Learn Here. Lead Anywhere™

# LeBow COLLEGE OF BUSINESS

## Requirements for Practical Application of Learning

Full-time MBA and MS students are required to demonstrate at least one application of curricular practical training. This is done to improve the employability of graduate business students by providing real-life experience and demonstrating the relevance of theoretical and applied learning.

Students are required to demonstrate their learning in one of four ways:

1. Participation in an internship - Students must complete 27 graduate credits prior to beginning an internship. Students seeking an internship are required to work closely with MBA Career Services and attend workshops designed to assist in the search and landing of an internship. While MBA Career Services will provide support services in an internship search, it is the responsibility of the student to actively search and obtain the internship.
2. Participation in the Graduate Co-op Program (GCP) - GCP is a six month, six credit commitment to work with a company. This commitment covers two academic terms and students are required to complete an academic component. Students must complete 27 graduate credits prior to beginning the GCP. Students must schedule an appointment with the Graduate Co-Op Coordinator at Steinbright Career Development Center and get the CGP Application approved by their Program Advisor.
3. Participate in a Business Plan or Case Competition - Students choosing this option can participate in large number of competitions. Please contact Kamina Richardson, Program Manager, Business of Ambitions at kpr24@drexel.edu for more information on types of business plans or case competitions available.
4. Any full-time student that is employed full-time in a corporate setting may submit a work-related consulting project for approval.

## Internship Contract

### Rules of Engagement:

1. **Preparation:** MBA and MS students seeking an internship must complete 27 graduate credits before beginning the internship. Students will have acquired base of graduate-level knowledge to apply at the company.
2. **Purpose:** The purpose of the internship is to provide full-time students with an opportunity to gain work experience. If you accept an internship you may NOT accept a TA position concurrently. This defeats the purpose of demonstrating your commitment to a company.
3. **Acceptance:** Students may accept or decline any internship offer. Once an offer is accepted, a student must terminate their internship search. You should not accept any other internship offer or renege on your current internship offer. This is damaging to your reputation and the LeBow reputation. Students who violate this rule will be reprimanded.
4. **Responsibility:** Students are responsible for providing the agreed upon quantity of hours and for providing quality professionalism to the very best of their ability.
5. **International Status:** The agreement with the International Student and Scholars Services Office (ISSS) is that you may participate in an internship under Curricular Practical Training (CPT). CPT is authorized on a per quarter basis. Full-time CPT can be used during the vacation quarter (Summer) and official school breaks; and part-time CPT (20 hours or less) must be used while school is in session (Fall, Winter, Spring).

6. \_\_\_\_\_ **Ambassador:** You are an ambassador for LeBow College of Business. Your demeanor should reflect the quality of the education you are receiving. Also as an ambassador, it is important you maintain good relationships with the company and your supervisor so that future graduate business students will have the same opportunity at an internship with the company.
7. \_\_\_\_\_ **Academic Standing:** It is recommended that while you are on an internship you take at one course so you can stay connected with the school and stay on track for graduation.  
International Students Note: If on full-time CPT you CANNOT take full-time coursework (9 credits). If you are on part-time CPT, you MUST take full-time coursework (9 credits).
8. \_\_\_\_\_ **Communications with LeBow Staff:** MBA Career Services should be notified of all internship offers and acceptances. Communication from the company should be forwarded to Lea Ann Bowers so that your internship can be properly credited towards graduation requirement. It is also important to stay in touch with LeBow staff while participating in your internship (i.e., extension, early end date, work-related issues, etc).
9. \_\_\_\_\_ **Resumes:** It is strongly recommended that you contact MBA Career Services to update your resume with your internship experience. This should be done prior to completing your internship, so your resume can be approved and placed into the Corporate Resume Book (Seeking Full-Time).
10. \_\_\_\_\_ **Company Documentation:** The company is required to provide an offer letter on official company letterhead that states the following information:
  - (a) Name/Title of the internship
  - (b) Location of the internship
  - (c) Description of the function/job duties of the internship
  - (d) Number of hours per week devoted to the internship
  - (e) The start and end dates for the internship
  - (f) Name and title of the person to whom the intern will report.

This letter is to be submitted to Lea Ann Bowers, Manager, Internship Relations.

11. \_\_\_\_\_ **Follow-up:** At the completion of your internship, you are required to complete a learning analysis for your internship. Please contact Lea Ann Bowers for this form. (This analysis is needed as part of your internship graduation requirement).

**Statement of Understanding:**

I have reviewed and initialed all of the information provided above concerning the goals and responsibilities of an internship. I agree to meet all of the requirements.

\_\_\_\_\_  
Student Name - Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MBA Career Services Signature