

## BBS Internship Policies

January 12, 2023

Updated October 30, 2025

### INTRODUCTION

Internships are one way through which you may explore career options. The recommended duration for an internship is 2-10 weeks, and the best time to conduct an internship may be before thesis research starts or toward the very end of the Ph.D. in anticipation of entering the job market.

Internships are available through established corporate internship programs, the [Office of Career Strategy](#), or self-arranged plans. Depending on the length of the internship and scope, it is ideal to strive for a project that has a clear deliverable as a final output. A vague job description may be a sign of insufficient preparation or organization on the part of the company. If a job description is not available, you can try to craft one by describing your own strengths and interests and discussing with a company contact areas in which these skills and interests may be able to help the employer. You could then work with the contact to draft a short project description with proposed milestones and goals.

### INTERNATIONAL STUDENTS

If you are an international student you must consult the Office of International Students and Scholars to discuss your eligibility for outside employment.

### REQUIREMENTS OF THE HOST

The prospective internship host must provide a letter that details the activities to be conducted, contact information of the supervisor, and the dates of the internship. If you perform an internship during an academic year leave of absence, you are encouraged to seek salary/stipend and health insurance support with the host employer, as these are not provided by Yale during leaves.

### PART-TIME INTERNSHIPS

- a. *Job shadowing.* You are allowed to perform one short “shadowing” internship of up to 2 weeks at any point in graduate school. No leave of absence is required. You must receive the written approval of the thesis adviser. It is advised that you write a shadowing plan to guide activities and interactions with the employer.
- b. *Part-time, 1-10 hours.* You may conduct internships of 10 hours or fewer per week without requiring permission of the DGS or GSAS as long as the external employment does not interfere with your dissertation research. You must receive the written approval of your thesis adviser.
- c. *Part-time, 11-20 hours.* Internships of 11 to 20 hours per week are rare and are not permitted unless the outside work is necessary to complete thesis research. Prior approval of the GSAS dean’s office is required, and your stipend will be reduced during the internship. See [\[GSAS website link forthcoming\]](#) for more information.

### FULL-TIME INTERNSHIPS

- a. *Academic year:* Full-time internships during the fall or spring semester require a personal leave of absence, and you must follow all [GSAS policies regarding personal leaves](#). Note that a personal leave must begin by the final date on which GSAS accepts leave applications, which is usually within 15 days of the start of the semester, even if your internship begins at a later date. Once on leave, you are not able to return until the start of the following semester even if the internship ends earlier. Personal leaves result in a suspension of GSAS student privileges, including Yale health insurance and stipend.
- b. *Summer:* Summer is an optimal time to conduct internships because summer internships generally do not require taking a leave of absence. You remain registered and thus retain all rights and responsibilities of a GSAS student, including Yale health insurance. Note that paid internships require you to forfeit your summer funding from Yale. See the [GSAS Programs and Policies discussion of Summer Internships](#) for more details and for a description of the approval process