



Internship Information for International Students

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Overview

Internships are excellent and important!

International students must adhere to a set of rules to engage in internships within the United States. This is true in all countries 😊

The rules and requirements for internships – both paid and unpaid - are outlined and discussed in this PowerPoint Guide.

NOTE: The Department of Homeland Security has been scrutinizing previous work authorizations, including CPT, during the OPT and H-1B processes - **so it is important for you to keep good records.**

TOPICS:

- 1) Overview
- 2) The CPT
- 3) General Limits on Internships
- 4) ANLY 905 and the 10 page paper and DUE DATES & Format
- 5) Who to contact with special questions.
- 6) Deadlines, Durations, Hours
- 7) What to do if there are issues during your internship.

Timing Is Everything

Internships are considered classes. (ANLY905)

Therefore, **internships *must* start when classes start and must end when classes end.**

There are no special cases or exceptions to this rule.

Georgetown has a great calendar that you can use to learn about term dates.

Outline of Steps: Step 1

The Preliminary Internship Document

Complete a 1 – 2 page Word Document and submit it to Dr. Ami Gates with a request to initiate an Internship

General Requirements for Document

- 1) Discuss how the internship will expose you to new skills, methods, and models. Be as specific as you can. I know that you may not have all of the details, so use the offer letter to assist you and discuss the details with the company for which you plan to work.
- 2) Discuss how the internship will allow you to practice skills, methods, and models that you have learned during your coursework. List and include specific courses associated with these skills.
- 3) Discuss how the internship will provide you with many rich and robust real-life experiences that involve working as a member of a team, improving language and communication skills, presenting and sharing findings, and performing analyses on real data.
- 4) Discuss how the internship will enable you to add diversity, experience, insight, and new skills into your classes at Georgetown. You should be able to share your experiences productively with your classmates via class projects as well as classroom engagement and participation.
- 5) The document should clearly illustrate and explain how your internship meets all of the above and is integral to your program.

Dr. Gates will email you back and will either approve your moving forward or will deny the internship. Denial is rare, but can happen if the internship is inappropriate.

Outline of Steps: Step 2

Register for ANLY905

- 1) Once Dr. Gates responds to the initial request (and if you are approved to move forward with the process) you will then register for ANLY905.
- 2) If you cannot register – please email Heather Connor for assistance.
- 3) ANLY905 is a graded Internship Course that requires the submission of a 10 page paper. All ANLY905 requirements will be discussed in following slides.

Outline of Steps: Step 3

The CPT Form

1) Complete the CPT Form, and all related steps, thoroughly.

<https://internationalservices.georgetown.edu/cpt#>

2) Email the completed CPT Form to Dr. Gates to sign.

3) Dr. Gates will send you back the signed form.

Outline of Steps: Step 4 CPT/Visa/International

1) Once Dr. Gates has signed the CPT form, you will submit the form and any other requirements to Rachel Rubin.

Rachel.Rubin@Georgetown.edu

2) From that point, all communications that pertain to international or visa related rules will be addressed by Rachel Rubin. Rachel will submit the CPT and will manage all current and future steps related to any international work issues or CPT items, etc.

3) ** If you have any questions that have to do with your visa, please send these to Rachel.

Outline of Steps: Step 5

Understanding and Adhering to Dates

- 1) All Internships start at the beginning of a term (Fall, Spring, or Summer), on Day 1 of that term.
- 2) All Internships end at the end of the term.
- 3) To see term dates: check the Academic Calendar:

<https://georgetown.app.box.com/s/3zggi0dueds1uyd8c5ipkq5ozak84px8>

For example: If you plan intern for Fall 2018, you can start NO EARLIER THAN Aug 29 (when classes begin) and you **must end no later than** Dec 21 (end of final exams).

** **Think of your internship as a class**. We call the class ANLY905. It starts and ends like any other class 😊

Outline of Steps: Step 6

Requirements for ANLY905

Part 1: DUE DATE

ANLY905 is a graded class.

You will see the class in Canvas, as well as the final grade, which is created by Dr. Gates.

DUE DATES:

- 1) If your Internship is in the **Fall** – the 10 page **Paper is DUE Dec 10** - It is OK if your internship ends later – but your Paper is still due as noted.
- 2) If your Internship is in the **Spring** – the 10 page **Paper is DUE April 30** - It is OK if your internship ends later – but your Paper is still due as noted.
- 3) If your Internship is in the **Summer** – the 10 page **Paper is DUE Aug 15** - It is OK if your internship ends later – but your Paper is still due as noted.

Late: -5% per day for up to 3 days.

10 Page Paper Format and Submission Method

- Double spaced. 10 pages. (no fewer than 9 and no more than 12)
 - 11 point font size (people ask this – so here is a good answer)
 - Times New Roman font
 - Make sure you full name, date of internship, company name, and your supervisor's name and email are on the paper
 - 10 pages (no fewer - and please do not have more than 12 pages)
 - Word Doc or pdf ONLY - name the paper
- (Example: Yin_Xu_ANLY905_Fall2018.docx)**
- Email the Paper to Dr. Ami Gates.

In the Email INCLUDE:

- 1) Your full name
 - 2) The dates of your internship
 - 3) Your supervisor's name and email
 - 4) The company name
- The **SUBJECT LINE of the email MUST BE:** “ANLY905 Submission Term XX”
- Example: ANLY 905 Submission Summer 2018

10-page Paper Requirements

- 1) You do not need to wait until after the end of your internship to start writing this paper. Write as you go.
- 2) Create an **Introduction** that explains where you work, what the company does, and the companies goals, history, and background.
- 3) Create several pages under a section called **Projects**. There, describe each of the projects you worked on and all the details and elements that you are permitted to note. You can have a subsection for each project. If you only worked on one large project, that is fine too, but you will have many pages through which to discuss and describe it.
- 4) Have a section called **Skills, Tools, Models, and Methods**. Here, describe and explain all the new things that you learned. You can include everything from team-work, to communication and presentation, to programming methods, to models, etc.
- 5) Have a section called **My Experience**. Here you will describe your personal experience, views, opinions, and perception of the experience.
- 6) Create a **Conclusions section** where you offer a quick overview of why and how this internship with a critical, integral, invaluable, and required element of your graduate program.

Hours

Hours:

- Students can work **no more than** 20 hours in Fall and Spring (both on and off campus combined)
- Students can **work as many hours as they wish** in Summer (both on and off campus combined)

For further questions, contact Rachel Rubin.

Extended Internships Require Increased Responsibilities

The purpose of keeping documentation is so that you can demonstrate to a US Citizenship and Immigration Services Officer (someone who will review the H-1B petition), who knows nothing about your degree program, that:

- 1) You were **not using CPT work authorization for employment purpose, but rather as an opportunity to gain practical experience in your field of study**, and
- 2) That you were putting into practice what you learned during your degree program and that you were learning and growing in the internship. (Be sure to document this if some one asks)

Appropriate and Inappropriate Behavior

Your internship experience **should** be excellent, fun, exciting, challenging, and **appropriate**.

Examples of Inappropriate Behavior from an Employer or Boss:

- 1) You should never go to your Boss's home unless there is a special event that many company members have been invited to. So, for example, it is OK to attend a Holiday party at your Boss's house. It is not OK to meet him or her at their home alone. If you are asked to do this, email me right away and DO NOT GO.
- 2) It is not appropriate for your company or boss not to pay you for your work and/or time – unless you are engaged in an unpaid internship. Be sure you have a clear contract and that you understand when the pay periods are.

If you have any other questions – please email me anytime!

Common Q&A

1) What if the company I work for wants me to stay on for the next term – what do I do?

ANSWER:

While it is not ideal to have two internships with the same company, you may choose to do this **ONLY IF:**

- 1) The first internship ends at the correct time, you submit the 10 page paper, etc.
- 2) The second internship starts at the beginning of the next term (NO SOONER), and ends within the dates of the term.
- 3) **Internships cannot span more than one term for any reason.**
- 4) **The second internship MUST BE more involved than the first**
 - 1) **YOU must create a new 1 page Doc for the second internship and show/prove that it is more involved and different than the first and that it is important for your educational experience.**

Common Q&A

2) Is there any way to work more than 20 hours during Fall or Spring?

ANSWER: No, I am sorry. The law allows for a maximum of 20 hours (on and off campus combined)

3) Can I work 40 hours in the Summer?

ANSWER: Yes, and you can work more than 40 hours if you wish.

4) What would happen if my internship does not end by the end of the term?

ANSWER: If you do not stop working on the CPT end date listed on your I-20 Form, you are in violation of your immigration status and OGS must terminate your F-1 status.

Common Q&A

5) Is it possible to have 4 Internships?

ANSWER: No – the max is 3 and each will need to be justified.

6) What needs to go into the 10 page paper?

ANSWER: Extensive details about what you did, your day-to-day, what you learned, specifically how each learning element directly relates to your degree and the classes you have taken or will take, the people you worked with, the projects you worked on, etc. etc.

7) What is the format of the paper?

ANSWER:

- Double spaced.
- 11 font, Times New Roman font
- Make sure you full name, date of internship, company name, and your supervisor's name and email are on the paper
- 10 pages (no fewer - and please do not have more than 12 pages)

Common Q&A

8) I thought (or you said or someone said) that the 10 page paper was due on date XXXX, but now it is due sooner. Is this true?

ANSWER: Yes. The due dates are now finalized and are noted below.

Fall and Spring papers are due **NO LATER** than the day classes end.

<https://georgetown.app.box.com/s/3zggi0dueds1uyd8c5ipkq5ozak84px8>

Write it as you go so that you do not have to do it at the end.

DUE DATES FOR THE NEXT YEAR

Fall 2018 Internship papers are due: Dec 10

Spring 2019 Internship papers are due: April 30

Summer 2019 Internship papers are due: Aug 15 (this is special for Summer)

Common Q&A

9) Can I just use one CPT for an internship that runs through the Fall and Spring.

ANSWER: No - internships cannot span terms. They cannot run through multiple terms. Each internship starts when classes begin for that term and ends when classes end for that term.

You need one CPT and need to register for ANLY905 for each internship you have. No more than 3 CPT authorizations/internships are permitted.

10) What if my internship is terrible - what can I do?

ANSWER: I really hope that this is never the case. However, if you have a bad experience, please email me right away.

References and Resources

<https://globalservices.georgetown.edu/contactus#IS>

GU Calendar:

<https://georgetown.app.box.com/s/3zggi0dueds1uyd8c5ipkq5ozak84px8>

OGS CPT policies and procedures:

<https://internationalservices.georgetown.edu/cpt#>

Rachel Rubin can assist with all visa, CPT, and international employment type questions

Rachel.Rubin@Georgetown.edu