

## NYU Tandon Policies for CP Internships

The following policies pertain to all graduate CP-GY internships.

### **Who is eligible for CP internships?**

To eligible for CP internships, students must:

- Have a cumulative GPA of 3.0 or higher.
- Be in a department that offers a CP internship course; cross-registration in another department's internship course is not permitted.
- Have not failed a previous internship.
- Not have an Incomplete (I) grade in a previous internship or any other course.
- Not currently be on Maintenance of Study (MOS) nor have ever received MOS for their current degree program.
- Not have received a time extension for their current degree program.
- Have completed two semesters of full-time study in the U.S. (applies to international F-1 students only).

### **What type of internship can be approved for CP credit?**

- The work must be related to the student's major
- Students must be registered for the CP internship course during the semester of their internship to receive credit
- A minimum of 240 hours of work during the semester is required
- Internships must fall within the regular semester start and end dates, meaning that it should start on or shortly after the commencement of the term, and can end no later than the final day of the semester
- Fall and spring internships must be 12 weeks or more in length, and summer internships must be 8 weeks or more

Can the internship be full-time?

- Students are permitted to work full-time in the summer. Fall and spring internships are generally part-time (20 hours per week maximum), unless the student is in his/her final semester and is taking no more than 4.5 credits total, including the 1.5 credit internship. In this case a student may request full-time CPT.
- Please note that all requests for full-time CPT during the fall and spring terms will be evaluated by the Office of Graduate Academics. If a student in their final semester has any outstanding research work to complete, such as project, thesis, or dissertation, requests for full-time CPT will be reviewed but may not be approved.

## **How do students apply to get credit for an internship?**

First the student will need to receive a letter from a company detailing the internship offer. The student must submit this offer letter to his/her adviser to verify that the work is related to his/her major and that the internship meets the criteria for start and end dates and hours worked. If the adviser approves the internship, the adviser will give the student access to register for the CP internship course. *International students on F-1 visas, will need to apply for Curricular Practical Training (CPT) and get approval from the Office of Global Services (OGS) prior to commencing employment.* In addition, students should check with their academic adviser for any additional forms or documentation required by their department.

## **What should the internship offer letter include?**

The offer letter should include the student's name, job responsibilities, required hours per week, start and end dates of the internship, and be signed by a company representative.

## **What grade do students get for an internship course?**

Internships are graded pass (P) or fail (F).

## **Can students change internships after they accept an internship offer if they get a better offer from another company?**

Once students have accepted an internship offer from a company, they are required to honor their agreement with that company. Once an internship has been accepted and approved by a student's department, no other internship will be approved for the same student in that semester. NYU Tandon does not permit students to renege on internship offers, as it is unfair to companies, harms our reputation, and discourages companies from continuing to hire current and future students. Students may turn down an offer if it is not to their satisfaction, but once an offer has been accepted, the student may not later decline or quit the job.

To illustrate further: a student interviews with *Company A* and with *Company B*. Both interviews go well, but the student would prefer an offer from *Company B*. However, *Company A* makes the student an offer before the student hears back from *Company B*. If the student accepts the offer from *Company A*, then the student must work for *Company A* even if *Company B* later provides the student with a better offer. If instead, the student asks *Company A* for time to consider their offer and does not accept it right away, then the student may wait to hear back from *Company B*. Since the student did not yet accept the offer from *Company A*, the student is free to consider an offer from *Company B*.

For more information on internship policies, please see the [Bulletin](#).