

Internships are considered an integral part of a student's educational experience and should be viewed as a path forward in a student's career development. As such, approved internships will carry academic credit and will be listed with a DMS course number. Ordinarily, students will be limited to one internship during their PhD career in DMS. The internship should be something that is relevant to career development. It should be discussed with the PI and DAC committee (or program advisor, where applicable) prior to approval. Student should be expected to explain how the internship supports their dissertations or career development and how they may benefit from the experience. Some students may not be eligible for internships due to program requirements, academic standing, or advisor input. Please note students interested in applying for an internship **must have joined a lab and have a dissertation advisor by time of application.**

Additionally, DMS does not provide stipend support for students during the internship period, so we encourage students to pursue paid internship opportunities. While DMS may approve unpaid internships, the students will need to be able to support themselves financially during the internship period.

DMS Requirements

In order to be eligible, a student is required to abide the following:

- Be in good academic standing and must have completed DMS and program specific requirements, as confirmed by the administrator approver.
- Full time internships are required to be full-time during the summer and J-term.
 - They must end halfway through the term, extending only slightly into the academic term.
 - If an internship extends past the first day of classes, it must be pre-approved by DMS. Internships can never extend past the 7th Monday of the academic term.
- For paid internships, students must receive at least the current DMS stipend rate.
 - DMS does not provide stipend support for unpaid internships, any student seeking an unpaid internship position should discuss the details of the internship with the Executive Director of DMS.
- Vacations are not to be scheduled during the internship period.
 - Notify the DMS Student Affairs & Finance offices if unplanned absences occur during the internship. For example: if a student discontinues or leaves their internship before the intended completion end date, these offices must be informed.
- Students enroll in the DMS Internship Course on their study card under *Med. Sci. 325*.
 - The course is graded based on the student's reflections and integrations of the internship work into their Harvard lab work/life and links what they learn in their internship with their studies.
- In general, work done during an internship may not count toward thesis work. In exceptional cases, the student may submit a written request to the program director and the DAC, to be discussed at a DAC meeting. At minimum, the following criteria must be met: (i) the work at the company should have thematic consistency with thesis research; (2) the student's thesis advisor and the employer must agree that the internship work could become part of the thesis, ideally prior to the start of the work; (3) the thesis advisor must be able to testify to its rigor and validity; and (4) all relevant code, data, and reagents should be publicly available to allow for publication of the work.
- If you'd like to do a part time internship that does not reduce your time in lab, these are considered on an ad-hoc basis. They are required to be consulted with all personnel including PI, advisor, DAC, and administrators.

A checklist of form requirements is below that the student completes **no less than 2 months prior** to the start of the internship:

- DMS Internship Approval Form
- A copy of the invitation letter or offer from the sponsoring organization showing a description of the intended internship, dates of internship and the salary.
- Curricular Practical Training (CPT) form (international students only).
 - International students are required to apply for Curricular Practical Training (CPT) approval through the Harvard International Office in order to verify eligibility.
- Med. Sci. 325. Course enrollment

Please submit the Internship application forms by email to: kelly_nicolas@hms.harvard.edu

Division of Medical Sciences - Student Affairs Office, TMEC 435 - 260 Longwood Ave, Boston, MA 02115

Internship program and guidelines are subject to change.

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