HARVARD MEDICAL SCHOOL | OFFICE FOR Graduate Education PhD Programs

Internship Approval Form (1/2)

Please check yes to acknowledge your requirement of a short survey post-internship: ☐

Student Name _____ HUID _____

PhD Program _____ G Year _____

Date of Next DAC Meeting _____ Anticipated Graduation Date _____

Please include the following documents when submitting this application form:
• An invitation letter from the sponsoring organization with description, dates, and compensation package. • International students only: Attach Curricular Practical Training (CPT) form

Dates of Internship: _____ Internship Salary: _____

Organization: _____

Organization Address: _____

Internship Supervisor: _____ Supervisor Email: _____

Job Sector: For profit Career Type: Research related Job Function: Data science, analytics

Describe type of work, objectives of internship, and your academic plan upon return to graduate school.

Does this internship overlap with your lab's research? If so, describe here:

Is your internship part-time or full-time? (2/2)

Part Time*: _____ Full Time: _____ Are you a TGP student? Y ☐ N ☐

If your internship is part-time, please describe how you will balance lab-time with your internship & what days of the week/hours you will work:

*By signing this document, you acknowledge part-time internships require **no** reduction to lab time

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Program Head Signature _____ Date _____

OGE PhD Staff Signature _____ Date _____

Submit form 2 months prior to internship to Kelly Nicolas (Kelly_Nicolas@hms.harvard.edu), Office of Graduate Education PhD Programs- Student Affairs Office - TMEC 435 - 260 Longwood Ave, Boston, MA 02115

**OGE does not guarantee approval of part-time internships due to complexities, please accurately describe your plan*

If you have external funding, you should confer with your funding agency and our grants manager that you are eligible to participate in an internship. You can contact our grants manager via ogephd_grants@hms.harvard.edu

To be approved for your internship, you are required to have signed the participation agreement: https://research.harvard.edu/research-policies-compliance/participation-agreements-and-visitor-participation-agreements/

To access the Harvard University Participation Agreement for signature, please follow this link: https://gmas.harvard.edu/gmas/participationagreement

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