HARVARD MEDICAL SCHOOL | OFFICE FOR Graduate Education PhD Programs

Internship Guidelines

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 OGE PhD Program course number. Ordinarily, students will be limited to one internship during their PhD career in OGE PhD Programs. The internship should be something that is relevant to career development. It should be discussed with the PI, Program Head, and OGE PhD Administrator 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.**

OGE PhD Program Requirements

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

Eligibility and Approvals

- Be in good academic standing and must have completed OGE and program specific requirements, as confirmed by the administrator approver.
- It is expected you get approval from your advisor prior to applying to internships.

Schedule

- Full time internships are required to be full-time during the summer and J-term, limited to 3 months or less.
    - 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 OGE. Internships can never extend past the 7th Monday of the academic term.
- Vacations are not to be scheduled during the internship period.
    - Notify the OGE 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.
- 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.

Compensation

- For all internships, students must receive at least the current OGE funding rate from their internship employer.
- OGE does not provide funding support to students on full-time internships.

Course Enrollment

- Students enroll in the Fall OGE Internship Course 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.
    - **If you are planning to do an internship closely before defending,** please consult with OGE to determine if you are able to enroll in the appropriate course.

Thesis Work

- 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.

Harvard Resources

- The use of Harvard resources (e.g., Harvard library access, Harvard email) is prohibited while on an internship.

Application Checklist

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

- ☐ Curricular Practical Training (CPT) form (international students only).
  - International students are required to meet with the Harvard International Office in order to verify eligibility.
  - International students are required to apply for Curricular Practical Training (CPT) approval through the Harvard International Office in order to verify eligibility.
- ☐ Signed participation agreement
  To access the Harvard University Participation Agreement for signature, please follow this link.
- ☐ Copy of the invitation letter or offer from the sponsoring organization showing a description of the intended internship, dates of internship and the salary.
- ☐ OGE Internship Approval Form
- ☐ Med. Sci. 325 course enrollment (see Course Enrollment on page 1).

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

Office of Graduate Education PhD Programs - Student Affairs Office, TMEC 435 - 260 Longwood Ave, Boston, MA 02115

Internship program and guidelines are subject to change.

Updated 11/18/2026