

WCGS Externship/Internship Policy

Definitions: WCGS defines externships and internships as:

- **Externship:** a part-time training experience that need not be thesis related. Certain volunteer activities, such as mentoring high school students, teaching in People's Education Initiative for incarcerated individuals, or participating in medical clinics for underserved communities, that are NOT primarily a training experience are excluded from the requirement to apply as an externship.
- **Internship:** a training experience that must be beneficial to biomedical science PhD training and advance the student's PhD dissertation work. May be full-time; is typically off-site and paid. (A student can petition the graduate school to allow an internship unrelated to her/his thesis. To do so, the student must complete the WCGS Externship/Internship application and also include a separate letter, signed by the student and mentor, explaining the rationale for the internship and how it would significantly help the student in her/his career development. Acceptance of such a petition is not guaranteed.)

Rationale: The fundamental goal of PhD training at WCGS is to train the individual in the knowledge, skills, and critical thinking necessary to become a biomedical scientist. With that in mind:

- **Externship:** Many students (e.g., those who choose not to obtain a career in academic science) can benefit from exposure and training in non-biomedical science areas. Externships can help enable that.
- **Internship:** Internships can provide valuable training augmentation for graduate students within their scientific discipline.

Eligibility:

- **Externship:** Student **MUST** be post ACE.
- **Internship:** Student **MUST** be post ACE. In rare circumstances, it may be allowable for a year-2 student who has selected a thesis lab to perform an internship pre-ACE. A student may participate in only one internship during her/his WCGS career.
- Externship/internship cannot be with an entity in which any of the students major or minor sponsors (i.e., thesis mentor and thesis committee members) or their family members have any financial interest (e.g., equity, licensed technology, research funding, etc.)

Logistics:

- **Applicable to both Externship and Internship:**
 - No less than one month prior to the beginning of the externship/internship, the externship/internship application form (with signatures) must be submitted electronically to WCGS Associate Dean, Academic Affairs, Dr. Randi Silver (rbsilve@med.cornell.edu).
 - Participation must be approved by the Major Sponsor, the Program Director, and the Associate Dean for Academic Affairs of WCGS.
 - Trainees cannot sublet their WCGS housing during an internship or externship.
 - Any Intellectual Property agreement from the externship/internship hosting entity should be reviewed with the PI, must be included with the application for the internship or externship and must be approved by Cornell's Center for Technology Licensing.
 - Within **30 days** of completion of the externship/internship, the student must submit the post-externship/internship report WCGS Associate Dean, Academic Affairs, Dr. Randi Silver (rbsilve@med.cornell.edu).
- **Specific to Externship:**
 - The duration of an allowable externship is at the discretion of the student's PI, Program, and WCGS. Externship schedules should not exceed:
 - ✦ **part-time** — cannot exceed 10 hours per week for a period of up to 16 weeks (one semester)
 - ✦ **full-time** — up to 1 month

- An externship CANNOT reduce one's thesis research effort, i.e., the externship time/effort must subtract from one's personal time, not time/effort in the lab. For full-time one-month externships, the trainee and mentor will agree upon an arrangement that meets this requirement in spirit.
- Examples of topics of externships (*this list is not meant to be comprehensive*):
 - ✦ adjunct teaching
 - ✦ Center for Technology Licensing (*note*: CTL refers to their program as an “internship”, even though it falls under the WCGS externship policy).
 - ✦ Dean’s eLab (entrepreneurship)
 - ✦ angel-investing groups
 - ✦ science journalism
 - ✦ science policy
- International students who intend to participate in an externship will have to apply for pre-completion Optional Practical Training (pre-OPT), in consultation with the International Student Services Administrator, Clive Liew (cll4002@med.cornell.edu).
- The authorization process can take up to 3 months.
- If an externship is a paid position, it must adhere to the rules of [NIH NOT-OD-17-095](#).
- **Specific to Internship:**
 - The duration of an allowable internship is at the discretion of the student's PI, Program, and WCGS, but in most cases, it should not be longer than 3 months.
 - Internship funding will be handled on a case-by-case basis. The general principle is that students should receive approximately the same net compensation during their internship, while also being able to maintain their graduate student housing (WCGS or private market). Some example scenarios are:
 - ✦ If a company pays only a housing allowance, then the student's standard WCGS stipend would remain in place, covered by the PI (thereby allowing the student to continue to pay her/his NYC rent).
 - ✦ If a company requires that it pay the student a salary (per their internship rules), then the student's WCGS stipend would be reduced such that the net compensation is the same as for non-internship students. That said, the student is permitted to receive the company's standard internship compensation even if it exceeds the standard WCGS stipend for the internship period.
 - Regardless of the financial arrangement, continuity of health insurance and on-campus housing must be maintained.
 - Students must register for the “internship course” using the course code:
 - ✦ GINT.9001.01 WCGS Off-Site internship: BCMB
 - ✦ GINT.9001.02 WCGS Off-Site internship: IMP
 - ✦ GINT.9001.03 WCGS Off-Site internship: NEURO
 - ✦ GINT.9001.04 WCGS Off-Site internship: PBSB
 - ✦ GINT.9001.05 WCGS Off-Site internship: PHAR
 - ✦ GINT.9001.06 WCGS Off-Site internship: TPCB
 - ✦ GINT.9001.07 WCGS Off-Site internship: Tri-I CBM
 - Students must return the completed form and proof of internship-course registration to the WCGS Associate Dean, Academic Affairs, Dr. Randi Silver (rbsilve@med.cornell.edu).
 - International students will also have to apply for Curricular Practical Training (CPT), in consultation with the International Student Services Administrator, Clive Liew (cll4002@med.cornell.edu).

WCGS Externship/Internship Application

Internship: ☐

Externship: ☐

Student:

Student Email:

Major Sponsor:

Major Sponsor Email:

WCGS Program: Select Program

Year in Program:

Externship/Internship Dates

Start Date:

to End Date:

Full Time: ☐

Part Time: ☐

Weekly schedule (if part-time externship, schedule should include time in lab and time at externship):

Do any of the student's Major or Minor Sponsors (i.e., thesis mentor and thesis committee members) or their family members have any financial interest (e.g., equity, licensed technology, research funding, etc.) in the externship/internship organization? Yes ☐ No ☐

Externship/Internship Organization:

Externship/Internship Organization Address:

Externship/Internship Organization Contact Person (name, email, phone):

Externship/internship purpose and training benefit (for internship, the application must include details about how it will advance the trainee's dissertation work):

Financial details (include any required modification to WCGS stipend):

Other comments:

Student Signature:

Date:

Major Sponsor Signature:

Date:

Program Director Approval:

Date:

Associate Dean for Academic

Date:

Affairs Approval:

WCGS Post-Externship/Internship Report

Internship: ☐

Student:

Major Sponsor:

WCGS Program: Select Program

Externship/Internship Dates

Start Date:

Full Time: ☐

Externship: ☐

Student Email:

Major Sponsor Email:

Year in Program:

to End Date:

Part Time: ☐

Externship/Internship Hours/week:

Externship/Internship Organization:

Please describe what you accomplished and learned during the externship/internship:

Were the training goals outlined in the externship/internship application met?

What other training benefits were obtained?

Would you recommend this to other students, and if so, why and for what type of students?

Student Signature:

Date: