



*The University of Louisville
College of Business
Graduate Internship Program*

STUDENT POLICY GUIDE

2025 - 2026 ACADEMIC YEAR

Congratulations on being admitted to the University of Louisville. We anticipate your graduate student experience at the College of Business to be valuable and rewarding. You are now part of a unique graduate community that has access to applied learning through our Graduate Internship Program. This guidebook includes everything you need to know and do to be considered for graduate internships. We look forward to partnering with you to help you identify and secure an internship.

GRADUATE INTERNSHIP OFFICE

The Graduate Internship Office works as a partner to both internship employers and graduate students. Our team is dedicated to identifying external internship opportunities in the business community and facilitating the connection of employers to our graduate students who are Internship-Seeking. The Graduate Internship Office is not a placement service, as students are ultimately responsible for securing their individual internships. Instead, we are a conduit that enables meaningful connections between students and internship employers. **Internships are not guaranteed.**

GRADUATE INTERNSHIP ADVISORS

Our Internship Advisors help to coordinate the internship experience for graduate students and are the first point of contact for all matters relating to graduate internships. They are listed here according to the graduate programs they serve:

Seyda Muratova

Graduate Internship Advisor – MSBA & MSAA

Seyda.muratova@louisville.edu

502-852-9375

[Schedule a 1-on-1 with Seyda](#)

Stephanie Geddes

Graduate Internship Advisor – MBA

stephanie.geddes@louisville.edu

502-852-1048

[Schedule a 1-on-1 with Stephanie](#)

INTERNSHIP ELIGIBILITY

Students in the Full-Time MBA, Innovation MBA, seated MS in Business Analytics (MSBA), and MS in Accounting and Analytics (MSAA) programs are eligible for participation in the internship track for course credit. Part-time programs (including the Professional MBA) and online programs (including the Online MBA and the Online MSBA) are not eligible. Students in eligible programs must opt-in to the internship track and must do so by the second week of their first semester enrolled in the program.

INTERNSHIP EMPLOYERS

External companies share information regarding internship opportunities with the Graduate Internship Office, including the experience and skills they are seeking. Based on that information, our Graduate Internship Advisors may share resumes of internship-ready students who might be an appropriate fit for those opportunities. Some employers handle all interviewing and hiring processes independently of the Graduate Internship Office, and some work directly with our team to facilitate connections.

INTERNSHIP TIMELINE

There are many variables involved in determining the length of an internship. Graduate internships can be as short as six weeks or as long as the duration of your program. The timeline depends on the employer and when the internship is obtained. Stipulations according to work availability and status will vary across the student population, so all students should discuss their situation with their Graduate Internship Advisor.

INTERNSHIP COMPENSATION

The Graduate Internship Office works with companies to ensure that internship roles are at an appropriate level in terms of work quality and compensation. However, exact pay rate is up to the employer and the intern to determine. On average, internships pay between \$18-28 but may vary widely based on individual student experience.

CARDINAL CAREERS

Much of the internship track is managed through the University of Louisville's online career services portal, [Cardinal Careers](#). This important tool can be used to schedule meetings with Ulmer Career Center staff, complete the experiential learning pathway for internship course credit, and learn about professional development events and workshops hosted by the career services team. Cardinal Careers also houses a job board full of both internship and full-time opportunities to which you can apply. We recommend checking Cardinal Careers frequently during your internship search! (NOTE: You must be accepted and have access to your UofL email to begin using Cardinal Careers.)

GETTING STARTED

You may begin working with your Advisor once you've been accepted into an internship-eligible graduate program at the College of Business. There are several steps a student must complete before their Advisor will begin sharing their resume with employers. These steps are housed in a Pathway on Cardinal Careers. Your Advisor will provide more information on how to access Cardinal Careers.

1. **Meet with your Advisor** to discuss career experience, interests, and goals.
2. Review this Policy Guide in its entirety, along with our Professionalism Rubric, and **sign the Graduate Internship Policy Agreement**.
3. **Complete a graduate internship resume** in the template provided by your Advisor. Undergo a resume review with your Advisor and make adjustments as recommended.
4. **Complete a virtual Mock Interview**.
5. **Watch our video modules** on Working with Your Advisor, Employer Expectations, and Career Fair Etiquette.

Once these steps are completed, you officially enter **Internship-Seeking** status.

INTERNSHIP-SEEKING vs. INTERNSHIP-OBTAINED STATUS

Internship-Seeking status indicates that a student has completed the required career preparation tasks and is ready to begin the internship search. Once a student has accepted their first internship offer, their status is changed to **Internship-Obtained**. (*Note for international students – additional steps are required for you to begin working. Please see Appendix A for information on the CPT process*).

INTERNSHIP SEARCH PROCESSES

THE SEARCH

Once a student has become Internship-Seeking, they may begin their search. There are several ways to seek internship roles. As noted above in the Internship Employers section, some external companies will reach out to the Graduate Internship team directly, and we will create resume books to share. However, students may also apply and interview for internship roles through services in addition to the Graduate Internship Office, such as Cardinal Careers, or through a student's own internship search (LinkedIn, Google, Indeed, etc.). You and your Advisor are an Internship-Seeking team, and you must be fully dedicated to the search process.

INTERVIEWING

For companies partnering with the Graduate Internship Office, employers will review resumes and either contact a Graduate Internship Advisor to facilitate the interview process or contact the student directly via email or phone. **IT IS VERY IMPORTANT THAT STUDENTS CHECK THEIR EMAIL REGULARLY TO BE ABLE TO RESPOND TO INTERVIEW REQUESTS PROMPTLY**. Students who do not respond to the Graduate Internship Office or employers about possible internship opportunities will be removed from the Internship-Seeking list.



For roles found outside the Graduate Internship Office (i.e., through Cardinal Careers, LinkedIn, etc.), students will manage the scheduling of interviews directly with the employer.

INTERNSHIP OFFERS

After an interview, internship offers may be extended directly to the student by the employer. Graduate students are encouraged to strongly consider offers when received, as the internship landscape is highly competitive. We also ask you to remember that internship employment is not the same as full-time employment, and students will typically not command the same level of compensation as a full-time career position. While students may negotiate with potential employers regarding hourly rates and work hours, students who continually turn down competitive offers will have their Internship-Seeking status removed.

Students are required to report all interviews and offers to their Graduate Internship Advisor, regardless of acceptance. It is the student's responsibility to communicate with their Advisor.

EXPECTATIONS AND PROFESSIONALISM

While working your internship, you are expected to perform and follow the guidelines provided to you by both the Graduate Internship Office and your internship employer. You are considered an employee of the company and are expected to follow company policies and requirements, including any drug testing, background checks, or vaccination requirements. As an employee of the internship company, you must respect and cooperate with all other employees and clients. Your internship supervisor has the right to let you go from your position if you are not performing to their expectations. Professionalism expectations are outlined in the Professionalism Rubric that you'll receive during the Getting Started process. Should you leave your internship or be terminated, it is your responsibility to notify your Graduate Internship Advisor of those changes. Students are representatives of the College of Business and the University of Louisville and are expected to act professionally at all times.

GRADUATE INTERNSHIP COURSE – ACADEMIC CREDIT

ELIGIBILITY

Students in the Full-Time MBA, Innovation MBA, seated MS in Business Analytics (MSBA), and MS in Accounting and Analytics (MSAA) programs are eligible to enroll in the Graduate Internship Course and gain academic credit for their career preparation and work experience. As with all other graduate courses, you will **not** enroll yourself – your Advisor will enroll you within the first five weeks of each semester. Students in eligible programs must opt-in to the internship track and must do so by the second week of their first semester enrolled in the program. Students will not be allowed to enroll in the internship course in their second or third semesters if they did not enroll in the first semester. Students who receive an Incomplete in one semester will not be enrolled in subsequent semesters.

ACADEMIC CREDIT

The Graduate Internship Course is offered each semester and carries one (1) hour of academic credit per semester, for a total of three (3) credit hours over the entire graduate program. Credit is earned through a

combination of internship preparation activities, through actual internship experience, and through completed feedback questionnaires from the student and their employer.

Full-Time MBA and Innovation MBA Students - Students enrolled in the Internship Course are allowed to substitute three (3) credit hours of Internship Course credit for three (3) credit hours of elective course credit. This means students may choose to only take only six (6) credit hours of elective courses instead of the nine (9) required to graduate. Or, student may choose to take all nine (9) elective credit hours and have the three (3) Internship Course credit hours counted as additional hours so that they would end up with a total of 48 credit hours at the end of the program instead of the 45 credit hours required to graduate.

MSAA & MSBA Students – The three (3) credit hours of academic credit granted for the Internship Course will be counted as additional hours, adding three (3) credit hours to the 30 credit hours required for graduation for a total of 33 credits overall.

The total number of credit hours earned at the end of the program will not change tuition. As long as a graduate student is registered for a minimum of nine (9) credit hours each semester, they are considered a full-time graduate student, and no additional tuition is charged for additional credit hours earned.

INTERNSHIP COURSE FACULTY MEMBER

Greg Reinhardt, M Eng

gregory.reinhardt@louisville.edu

(502) 852-5754

GRADING GUIDELINES AND DELIVERABLE DESCRIPTIONS

A full syllabus will be provided by the faculty member in Blackboard at the start of each semester. However, we have provided a brief overview of the course requirements in this section.

All students are considered **Internship-Seeking** until they accept an internship offer, at which time they are considered **Internship-Obtained**. Graded deliverables each semester are different depending on a student's status, so it is vitally important that the Graduate Internship Office is kept fully informed of your internship search to ensure that the appropriate deliverables are graded each semester. The following deadlines will be used by your Advisor and the faculty member to determine your status.

| Semester | Student will be graded in the INTERNSHIP-SEEKING category unless the internship start date is on or before: |
|----------|--|
| Fall | October 15 |
| Spring | March 1 |
| Summer | June 15 |

You will be notified if your status changes from Internship-Seeking to Internship-Obtained.

IMPORTANT NOTE: If you have not reached **Internship-Obtained** status by the end of the second semester, you will not be eligible to enroll in the course for the third semester. Instead, we want you to use your third semester to skill up utilizing traditional electives, and to focus on your post-graduate job search.

COURSE ASSIGNMENTS BY SEMESTER

| | ALL STUDENTS | INTERNSHIP-SEEKING | INTERNSHIP-OBTAINED |
|-------------------|---|--|---|
| Semester 1 | <ul style="list-style-type: none"> Completion of “Getting Started” Pathway on Cardinal Careers Professionalism Grade (grade assigned by Advisor based on provided rubric) | <ul style="list-style-type: none"> Career Enhancement Activities End-of-Semester Check-In Meeting with Advisor | <ul style="list-style-type: none"> Information Survey Experience Survey |
| Semester 2 | <ul style="list-style-type: none"> Professionalism Grade (grade assigned by Advisor based on provided rubric) | <ul style="list-style-type: none"> Career Enhancement Activities End-of-Semester Check-In Meeting with Advisor | <ul style="list-style-type: none"> Information Survey Experience Survey |
| Semester 3 | <ul style="list-style-type: none"> Professionalism Grade (grade assigned by Advisor based on provided rubric) | <ul style="list-style-type: none"> N/A (You may not be enrolled as Internship-Seeking in semester 3) | <ul style="list-style-type: none"> Information Survey Experience Survey |

ASSIGNMENT DESCRIPTIONS

Professionalism Rubric – ALL STUDENTS

All students, regardless of seeking/obtained status, are expected to conduct themselves professionally throughout the internship process. A professionalism rubric is available in the Cardinal Careers Pathway; students should familiarize themselves with these guidelines. At the end of the semester, your Internship Advisor will utilize this rubric to assign you a professionalism score from 1-10 based on their observations of your conduct as well as employer evaluations.

Career Enhancement Activities – INTERNSHIP-SEEKING

Students will log what activities they are engaging in to facilitate their internship search and professional development. Internship-Seeking students must complete three activities by the due date and submit the log for credit. A log template, along with a full list of what may be counted as a Career Enhancement Activity, will be available through Cardinal Careers.

End-of-Semester Check-In Meeting with Advisor—INTERNSHIP-SEEKING

All students are encouraged to communicate regularly with their Internship Advisor. However, Internship-Seeking students are required to meet with their Advisor at least once during the first half of the semester to discuss their internship search and provide updates.

Internship Information Survey – INTERNSHIP-OBTAINED

Upon obtaining an internship, students must fill out a survey with the details of their offer including supervisor contact, pay rate, job description, and other key details. Internship-Obtained students must complete this every semester; if you are working the same internship as the previous semester, you still must fill out a new copy of this form each semester.

Internship Experience Survey – INTERNSHIP-OBTAINED

At the end of each semester, students will complete an electronic evaluation through Cardinal Careers of their current internship role and the employer for which they work. We want open and honest feedback; negative feedback will not affect your grade. Your grade on this assignment is based on whether it is submitted by the due date.

CAREER MANAGEMENT SERVICES

The Graduate Internship Office works closely with the Ulmer Career Management Center to provide resources for increasing career readiness skills throughout a student's entire graduate school experience, and beyond. Alumni also receive complimentary career services for life. The Ulmer Career Center will work with graduate students one-on-one at any point to increase skills and effectiveness relating to an internship or job search. This can include customized career coaching, resume and cover letter reviews, interview skills, and more. They also host a variety of events and professional development workshops throughout the academic year, including two career fairs. Most services, as well as event registrations, can be accessed through Cardinal Careers.

Ulmer Career Management Center

ulmer@louisville.edu

502-852-7756

We look forward to partnering with you in your goal of earning a meaningful internship to complement your business education.

Good luck and Go Cards!

APPENDIX A: INTERNATIONAL STUDENTS AND THE CPT PROCESS

If you are not a US citizen, before you can begin working or training for work, you must have an approved CPT request processed by our office and the [International Student and Scholar Services Office](#).

- Once you have an offer, complete the CPT Request on your Terra Dotta Portal at https://louisville-isss.terradotta.com/_portal/. Fill it out based on your internship offer, and put your internship advisor as the approver.
 - Your Advisor will then approve the request and it will go to ISSS for processing (*note: this may take up to seven business days*)
- Receive your updated I-20 from the ISSS Office via email
 - You may begin working once your updated I-20 has been issued!
- Take your I-20 to the Social Security Office to secure a Social Security Number

IMPORTANT NOTE: You MUST follow this CPT process and you CANNOT begin working or training to work at a role before your CPT is processed and you receive your new I-20. This is federal policy and failure to adhere to it could jeopardize your visa.

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GRADUATE INTERNSHIP POLICY AGREEMENT

Once you have read and understand the Graduate Internship Program Student Policy Guide, please sign this page and submit an electronic copy to the Internship-Track Cardinal Careers Pathway. Please also email a copy to your Graduate Internship Advisor.

I acknowledge that I have read the Graduate Internship Program Policy Guide in its entirety. I understand the internship process requirements and agree to fulfill my responsibilities as an internship-track student enrolled in this course.

Ugochukwu Achara

Student Name

Ugochukwu Achara

Student Signature

08/20/2025

Date

Program

- Full-Time MBA
- Innovation MBA
- Seated MSBA
- MSAA