



HARVARD

Chemical Biology PhD Program

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

Note: Students conducting summer internships need to enroll in 4 units of BIPH 3002 for the following Fall.

Dates of Internship: _____ Internship Salary: _____

Organization: _____

Organization Address: _____

Internship Supervisor: _____ Supervisor Email: _____

Job Sector: _____ Career Type: _____ Job Function: _____

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: _____

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 _____

DAC Chair Signature _____ Date _____

Program Head Signature _____ Date _____

Submit form 2 months prior to internship to Colleen Frain (cfrain@fas.harvard.edu), Chemical Biology PhD Program

Please note: Any intellectual property (IP) or conflict of interest documents related to this internship must be reviewed by Harvard's Research Compliance Office (RCO) before you sign them. Before signing, please send all such documents to Colleen Frain, who will coordinate the review with RCO.

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