MBA Internship Guidelines and Answers to Common Questions

Receiving an internship offer can be an exciting time; however, it is important to consider the offer carefully.

**Internship Details**
When you receive an internship offer, verify:

1) The salary
2) The duration of the internship, as most are 10 to 12 weeks
3) That it is full-time, or if part-time, the number of hours per week

Ask the employer to send you that information in an email.

If you have any questions about the offer, run it by your coach.

**Salaries**
Most internship salaries are not negotiable. However, some companies are not familiar with the internship process and may need some guidance on salary ranges or other aspects. Don't hesitate to let them know that you'd like to discuss the offer with MBA Career Management if you, or they, have questions.

**Acceptances and Declines**
After verifying the emailed offer information, these are three common answers:

1) Accept. "Yes, I accept. I am excited about working with you this summer."

2) Maybe. "I am very interested in your offer. However, I am still interviewing." Let them know when your next interviews are scheduled, and as much as you know about how long the process might take. Be honest and upfront. Ask them when they need a decision from you.

   If you don't have any interviews scheduled but have applied for your dream job and are waiting to hear back if you've got an interview or not, let them know that you appreciate the offer but that you are in the midst of the recruiting process and need some time. Be prepared to let them know how much time you need - this is probably a guess on your part - but 2 weeks is reasonable to request. This is a trickier situation than if you are actively interviewing so make sure you still convey your interest in the company, and are upfront with them about needing a little more time to weigh your alternatives.

3) Decline. "Thank you for your offer. However, I have decided to pursue another opportunity."
Once you've accepted (#1), you have made a commitment that you are expected to fulfill. Employers expect that you will keep your commitment. You should decline other interviews and open those opportunities for others. You should also inform the MBA Career Management office that you need to cancel your interviews because you have accepted a position and they will inform the employer. Of course, you should decline other offers too.

Students who renege on job offers they’ve accepted suffer damage to their reputations and the reputation of Foster. Besides damaging the student’s reputation, the relationship between the employer and Foster is negatively impacted and may affect their interest in recruiting at Foster. MBA Career Management will contact a student to discuss the situation and determine next steps. Please make sure that you are fully committed before you accept.

Many companies will supply you with a formal offer letter after you have verbally accepted it. Some employers will require a background check and/or a drug test before giving you a final offer. For some companies, an email is as formal as it gets. If you receive an offer by email be sure to acknowledge receipt of it and that you will respond to it after you have had some time to consider it.

If you are an international student, in order to obtain your CPT certification, you will need verification of employment in writing from the employer that includes your start and end dates, your work address, and salary. For more complete information about the CPT process, see the International Student Services website.

If you have any questions about interviewing, offers, or the recruiting process, please don’t hesitate to contact us in MBA Career Management.