



Internship for Academic Credit: Summer

The following is a step-by-step guide to obtain academic credit for your summer internship:

Step 1: Secure your internship (and faculty sponsor) well in advance

- Employers are seeking interns between October and April (depending on industry). This means you should start your search early to find one before they are taken. See the chart in the resources section of [Handshake](#) for a graph of timelines by industry and other resources for finding one).
- You should also seek out your faculty sponsor no later than March or April. Some faculty will be unavailable during summer, so it's best to look early in case your first choice isn't available.

Step 2: Apply for summer funding, if needed

- Check your award letter to determine if your regular scholarship funds will apply over the summer (typically they do *not*).
- If you are in need of financial assistance over the summer to fund an internship, research, or projects, you can apply for the following scholarships: The Barth Internship Award, the ClarkCONNECT Summer Internship Award, the Steinbrecher Fellowship Program, and the LEEP Projects Fund.
- Apply through one centralized application portal, open now through mid-April: [LEEP Center Resources: On Campus Funding](#).

Step 3: Complete the Academic Internship Program (AIP) application

- The Summer Internship Application will [open March 5th, 2019 and close May 19th, 2019](#).
- [All summer internship proposals must be submitted at least one week prior to the start of the internship.](#)
- You can start your internship even if you are not registered yet, however, only hours that take place after the internship is approved count towards academic credit.
- Refer to the [Academic Internship Guide](#) for more detail on the process.

Step 4: Receive your AIP approval and a link to register for the summer class

- Once your application has been submitted and reviewed by the Career Development staff it will be sent to Dean DeMoura in the Summer and Evening Division who will approve it and send it to the Registrar's office.
- You will receive an email from the Registrar's office explaining how to register for your course, typically using the CRN# 2940.

Step 5: Register for a summer course

- Courses will be listed online early April and [registration for summer courses starts April 22nd, 2019](#).
- You can register for module I, II, or the Full Summer module.
- If you would like to continue your internship for the entire summer for 1 unit of credit, you would register for the *Summer Full Module* option instead of Summer I or II. If you would like 2 units of course work you should apply for both Summer I and Summer II.
- Online [add/drop period](#) for summer ends (11:59pm) on May 29, 2019 (*subject to change*).

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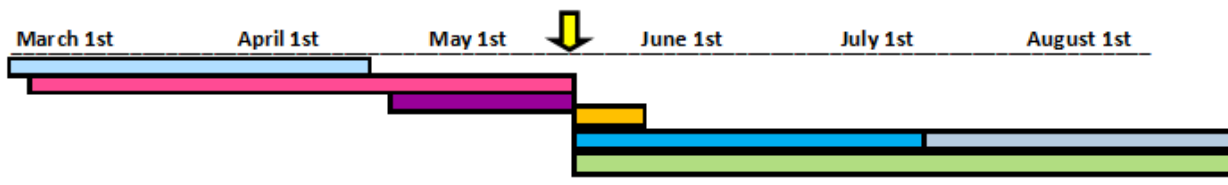
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Overview of Summer Session Dates:	
Summer I Module (1 unit of credit) May 20, 2019-July 3, 2019	Summer II Module (1 unit of credit) July 8, 2019-August 16, 2019
Full Summer Module (1 unit of credit) Entire Summer- May 20th, 2019-August 16th, 2019	

Step 6: Pay your tuition

- Once registered, you will need to go your ClarkYOU account to pay your summer course fee in order to get academic credit for your summer internship.
- Summer internships will require a summer course fee of approximately **\$2000 per unit.**
- The deadline to pay your tuition is May 19th, 2019**, which is before the first day of summer classes (May 20th, 2019).
- PLEASE NOTE:** The Summer & Evening Division (SED) will send you a follow up email reminding you to pay your fee. Failure to pay will deem you ineligible to receive academic credit even if you are registered. *If you do not pay by May 19th, 2019 you will have to start the entire application process over, and register again.*

TIMELINE OF AIP APPLICATION AND REGISTRATION PROCESS:



- Apply for Summer Funding **Now - Mid April**
- Summer Internship Application for Credit opens **March 1- May 19**
- Summer Course Registration opens **April 22- May 19**
- Deadline to Pay Summer Course Tuition is **May 19**
- Add/Drop Period for Summer Registration is **May 20 - 29**
- Summer Module I-A **May 20 - July 3**
- Summer Module II-B **July 8 - August 16**
- Full Summer Module **May 20 - August 16**

Questions? For further assistance, please email CServices@clarku.edu

Or visit the AIP drop-in hours which are:
Tuesdays 12:00 – 2:30 pm
Wednesdays 1:45 – 3:45 pm
Fridays 12:30 – 2:30 pm

Location: In ASEC, second floor, across from room 222.