Academic Internship Application

UNDERGRADUATE ACADEMIC INTERNSHIP APPLICATION

Before beginning your application,
please download and read over the Academic Internship Program Guide.
In order to complete the application, you must upload all required materials.
Paper documents will not be accepted.

*Please note that a fee from the Summer & Evening Division (SED) will be associated with registering a summer internship for academic credit (approximately $1500 for a full unit of credit; prorated for lesser amounts). You will be required to register and pay this fee upon application approval.

Required Materials - PLEASE DOWNLOAD:
For the application - Faculty Sponsor Approval Form
At the end of your internship - Academic Internship Time Sheet

Additional Materials:
College Board Petition Form
Fifth Course Request Form

*Important Notice*
If your application is incomplete and has no activity for one week, it will automatically be deleted and you will need to restart your application from the beginning!

***
Should you require any assistance or have any queries, please contact Career Services at CServices@clarku.edu
STUDENT INFORMATION
This information is necessary for our records. Please fill in all information as accurately as possible.

Student Name

☐ First Name ________________________________________________

☐ Last Name ________________________________________________

☐ Clark ID ________________________________________________

Anticipated Year of Graduation

☐ 2018

☐ 2019

☐ 2020

☐ 2021
Major(s) Please select all relevant choices.

- Ancient Civilization
- Art History
- Asian Studies
- Biochemistry and Molecular Biology
- Biology
- Chemistry
- Combined Languages
- Community, Youth and Education Studies
- Comparative Literature
- Computer Science
- Economics
- English
- Environmental Science
- French and Francophone Studies
- Geography
- Global Environmental Studies
- History
- International Development and Social Change
- Management
- Mathematics
- Media, Culture and the Arts
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Screen Studies
- Sociology
- Spanish
- Studio Art
- Theatre Arts
- Women's and Gender Studies
- Student-Designed/ Other
  
GPA

- < 2.75
- 2.75 - 2.99
- 3.00 - 3.24
- 3.25 - 3.49
- 3.5 - 3.74
- 3.75 - 3.99
- > 4.00
If GPA $< 2.75$

NOTE: You have indicated that your GPA is below the academic internship requirement.

If your GPA is not at least 2.75, you will need to fill out and submit a College Board Petition Form in order to move forward with the academic internship approval process. Career Services will not approve the internship unless your petition is successful and uploaded to your application; however, you may continue with your application.

If GPA $< 2.75$

What is your exact GPA?

________________________________________________________________

Contact Information during Semester

○ Address ____________________________________________________________

○ Phone Number ______________________________________________________

○ Email Address ______________________________________________________

○ Campus Box Number ________________________________________________

Citizenship Status

○ U.S. Citizen (or Green Card holder)

○ International Student (F-1/J-1 visa or equivalent)

If Citizenship = International Student (F-1/J-1 visa or equivalent)

International students who plan to undertake an internship in the United States must ensure that the necessary immigration paperwork is completed before beginning work. After completing the online application for academic credit, your application approval will be sent to the ISSO office, who will complete the immigration paperwork. For questions and concerns regarding the CPT process, please contact Patricia Doherty at pdoherty@clarku.edu.

Q35 Have You Previously Completed an Internship for Credit?

○ Yes

○ No

If yes:
When Did You Complete Your Internship(s) for Credit?  
Please list all semesters.  
_________________________________________________________________

How Many Academic Internship Units, in Total, Have You Taken?  
_________________________________________________________________

FACULTY SPONSOR  
Please provide your faculty sponsor’s information. Please keep in mind that your faculty sponsor must be able to award credit.  

Faculty Sponsor Name  
☐ Full Name ________________________________________________  
☐ Clark Department ____________________________________________  
☐ Title ________________________________________________________

Faculty Sponsor Contact Information  
☐ Email Address ________________________________________________

SPONSORING ORGANIZATION  
We will use this information to confirm participation by the sponsoring organization.  

Name of Organization  
_________________________________________________________________
Internship Address

- Address __________________________________________________
- City ______________________________________________________
- State _____________________________________________________
- Zip Code _________________________________________________
- Website Address __________________________________________

Site Supervisor

- First Name _________________________________________________
- Last Name _________________________________________________
- Title _____________________________________________________
- Department ________________________________________________
- Email Address ______________________________________________

Employer Description
Please provide a description of the employer and department in which you will work.

- What industry does the company operate in, and what does the company do?
  __________________________________________________________
- Describe the work of the department in which you will intern.
  __________________________________________________________

Work Environment
Please select all that apply, and **indicate the percentage of time spent at the location**. If over 25% of your internship is conducted independently offsite/remotely, it will not be approved. For special circumstances, please schedule an appointment with Kristina Nguyen.

- Onsite ___________________________________________________
- Remote ____________________________________________________
- Other _____________________________________________________
INTERNSHIP DETAILS
Please provide information on what will be expected of you, as well as what you expect from this internship.

Internship Job Title


Internship Responsibilities
Please provide as much detail as possible when discussing your tasks and/or special projects.
No more than 25% of internship duties may be clerical in nature.


Internship Preparation
Please list all relevant courses (whether complete or in progress), and/or extracurricular/work experiences that have prepared you for this internship.


Internship Expectations
Please identify what you expect to learn and gain from this internship.
Discuss the different skills you wish to develop, the theories you will apply, and/or knowledge that you hope to gain from the experience.


## ACADEMIC CREDIT INFORMATION

### Internship Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>▼ January... December</td>
<td>▼ 1... 31</td>
<td>▼ 2018... 2019</td>
</tr>
</tbody>
</table>

**Start Date** Only the hours worked, **following application approval**, will count towards your internship.

**End Date** Internship hours must be completed **before final grades** for the semester are due.

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>▼ January... December</td>
<td>▼ 1... 31</td>
<td>▼ 2018... 2019</td>
</tr>
</tbody>
</table>

### Number of Weeks

________________________________________________________________________

### Hours per Week

________________________________________________________________________
Estimated Number of Working Hours:

________________________________________

Number of Units Requested
Please keep in mind that a typical class at Clark University is equivalent to 1 unit, which is equal to 4 credits.

- 0.25 units (45+ hours)
- 1.00 units (180+ hours)
- 1.75 units (315+ hours)
- 0.50 units (90+ hours)
- 1.25 units (225+ hours)
- 2.00 units (360+ hours)
- 0.75 units (135+ hours)
- 1.50 units (270+ hours)
Major/Minor for Internship Registration
This is the major/minor you wish to register your internship under.

- Ancient Civilization
- Art History
- Asian Studies
- Biochemistry and Molecular Biology
- Biology
- Chemistry
- Combined Languages
- Community, Youth and Education Studies
- Comparative Literature
- Computer Science
- Creative Writing
- Economics
- Education
- English
- Environmental Science
- French and Francophone Studies
- Geography
- German Studies
- Global Environmental Studies
- History
- Innovation and Entrepreneurship
- International Development and Social Change
- Management
- Marketing
- Mathematics
- Media, Culture and the Arts
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Screen Studies
- Sociology
- Spanish
- Student-designed
- Studio Art
- Theater Arts
- Women's and Gender Studies

Internship Relevancy
Please explain how this major is related to your internship, as well as how it relates to your professional goals.
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
ACADEMIC COMPONENT
Your faculty sponsor will evaluate the success of your internship from an academic perspective. This academic component can take several forms – ranging from a series of short papers, to a major research report, to an artistic portfolio or videotape. There is room for creativity on your part. Although many faculty members assign a journal as one method of evaluation, a journal alone will not suffice. For a final research project for one unit of credit, the recommended paper length is 8-10 pages per unit, in addition to a weekly journal.

Please select all that apply.
My academic component will consist of:

☐ Weekly journal entries
☐ Final research paper
☐ Other

If “other” is selected:
Please propose what your academic component will look like.
________________________________________________________________________________________
____________________________________________________________________________________
_____________________________________________________________________________________

Academic Component Outline
Please describe the academic component topic that your faculty sponsor has approved of. Your academic component must tie your internship to the major/minor for registration.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

DOCUMENTATION
Please upload the relevant documentation.

Resume
Please have your resume reviewed by Career Services before uploading. Drop-in resume critique hours are available Monday-Friday in ASEC.

Unofficial Academic Transcript

Faculty Sponsor Approval Form

Additional Document
(e.g., approved petitions, etc.)
POLICIES AND PROCEDURES AGREEMENT

Your signature indicates agreement to academic internship policies, including:

- Regular meetings and/or correspondence with your Faculty Sponsor
- Completion of the minimum number of hours on-site, within the specified semester
- Completion of the agreed upon academic component, within the specified semester
- The Academic Internship will be taken as a Credit/No Credit option
- It is the student's responsibility to register the internship upon application approval
- You will represent Clark University professionally

I have read, understood, and will abide by the internship policies and procedures, as found in the Academic Internship Program Guide, understanding that the grading system is credit/no credit, and have read the following statement and agree to the terms stated:

“Clark University does not knowingly approve internship opportunities which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employers.”

○ Full Name ________________________________________________

○ Online Signature (Initials) _______________________________________

I grant Career Services permission to share the contact information of my internship site with my fellow students, and members of the Clark community.

○ Yes

○ No