

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.

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

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

	Month	Day	Year
Start Date Only the hours worked, following application approval , will count towards your internship.	▼ January... December	▼ 1... 31	▼ 2018... 2019
End Date Internship hours must be completed before final grades for the semester are due.	▼ January... December	▼ 1... 31	▼ 2018... 2019

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