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.

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

Should you require any assistance or have any queries, please contact your Internship Coordinator, Kristina Nguyen, at KrNguyen@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 ______________________________

**Anticipated Year of Graduation**
- 2017
- 2018
- 2019
- 2020
Major(s)
Please select all relevant choices.
- Ancient Civilization
- Art History
- Asian Studies
- Biochemistry and Molecular Biology
- Biology
- Chemistry
- Combined Languages
- Comparative Literature
- Computer Science
- Economics
- English
- Environmental Science
- French
- Student-Designed/ Other ____________________
- 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

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
NOTE: You have indicated that your GPA is below the academic internship requirement. If your GPA is not at least 2.70, 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 still continue with your application.

**What is your exact GPA?**

<table>
<thead>
<tr>
<th>Contact Information during Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Campus Box Number</td>
</tr>
</tbody>
</table>

**Citizenship Status**

- U.S. Citizen (or Green Card holder)
- 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.**

**Have You Previously Completed An Internship for Credit?**

- Yes
- No

If No Is Selected, Then Skip To End of Block
When Did You Complete Your Internship(s) for Credit?
Please select all that apply.
- Spring 2017
- Fall 2015
- Summer 2014
- Spring 2013
- Fall 2016
- Summer 2015
- Spring 2014
- Summer 2016
- Spring 2015
- Fall 2013
- Spring 2016
- Fall 2014
- Summer 2013
- Summer 2017

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

FACULTY SPONSOR
Please provide your faculty sponsor's information.

Faculty Sponsor Name
Full Name _____________________________
Clark Department _____________________________
Title _____________________________

Faculty Sponsor Contact Information
Clark University Phone Number _____________________________
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? ______________________________
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/remote, it will not be approved.

- Onsite ______________________________
- Educational Institution ______________________________
- Offsite/ Field Work ______________________________
- 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>Start Date</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only the hours worked, following application approval, will count towards your internship.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>End Date</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship hours must be completed before final grades for the semester are due.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</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/Concentration of Internship
This is the major/department you wish to register your internship under. It does not necessarily have to be within your major, and can be in your minor or concentration.

____________________

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, the recommended paper length is 8-10 pages per unit, in addition to a weekly journal.

My academic component will consist of:

- Weekly journal entries
- Final research paper
- Other

Display This Question:
If My academic component will consist of: 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 for registration.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
DOCUMENTATION
Please upload the relevant documentation.

Resume
Your resume must be reviewed by Career Services before being uploaded. (Drop-in resume critique hours are Monday-Friday, from 12PM-4PM in ASE)

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