

## INTRODUCTION

# UNDERGRADUATE ACADEMIC INTERNSHIP APPLICATION

*This application allows you to apply to either the Intersession semester, Spring semester, or both.*

## **Intersession 2021 Semester AND/OR Spring 2021 Semester**

**INTERSESSION SUBMISSION DEADLINE: JANUARY 4th, 2021**

*Intersession Semester runs from January 4th to February 12th, 2021*

[Intersession AIP Guidelines](#)

**SPRING SUBMISSION DEADLINE: FEBRUARY 24th, 2021**

*Spring Semester runs from February 22nd to June 4th, 2021*

[Spring AIP Guidelines](#)

### **Before beginning your application:**

Please download and read over the [Academic Internship Program Guide](#)  
and [Application Preview](#)

In order to complete the application, you must **upload** all the required materials.

**Paper documents will not be accepted.**

### **Required Materials - PLEASE DOWNLOAD:**

***For the application*** - [Faculty Sponsor Approval](#)

***If interning on-site*** - Your organization's COVID-19 workplace safety plan

***At the end of your internship*** - [Internship Time Tracking Sheet](#)

Additional materials which may be needed:

[College Board Petition](#)

[Fifth Course Request Form](#)

**\*Please note\***

(1) 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.

(2) The Academic Internship Program follows the academic calendar, including the drop/add deadline set by the Registrar's Office.

**(3) Applications can be submitted on a rolling-basis but-**

**We strongly encourage undergraduate students to submit their Intersession applications by **Monday January 4th, 2021** so that we may process your application in time and avoid the late registration fee of \$100.**

**We strongly encourage undergraduate students to submit their Spring applications by **Monday February 22nd, 2021** so that we may process your application in time and avoid the late registration fee of \$100.**

Should you require any assistance or have any queries, please contact the Career Connections Center at [CServices@clarku.edu](mailto:CServices@clarku.edu)

**STUDENT INFORMATION**

**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

Your class standing for the semester of the internship:

First Year

Sophomore

Junior

Senior

**Major(s)**

Please select all relevant choices.

Ancient Civilization

Comparative Literature

Geography

Music

Sociology

Art History

Computer Science

Global Environmental Studies

Philosophy

Spanish

Asian Studies	Economics	History	Physics	Studio Art
Biochemistry and Molecular Biology	English	International Development and Social Change	Political Science	Theatre Arts
Biology	Environmental Science	Management	Psychology	Women's and Gender Studies
Chemistry	French	Mathematics	Screen Studies	Media, Culture and the Arts
Combined Languages	Student-Designed/ Other	Community, Youth and Education 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

If you do not meet the required GPA please review [The College Board Petition](#)

**Contact Information during Semester**

Address

City

State

Zip Code

Phone Number

Email Address

Campus Box Number

**Potential Required Documentation: International Students**

Please note that students that identify as International Students are required to complete a Curricular Practical Training (CPT) Application. This form is used for employment/internship opportunities that are integral to an established curriculum or a required part of a degree program.

Please review the [International Students & Scholars Office \(ISSO\) website](#) for further information:

Once your application is approved, the Career Connections Center will send the information to the ISSO. The ISSO will process your CPT authorization and contact you by email when your new I-20 is ready to be picked up.

**Do you require the documents mentioned above from International Students & Scholars Office (ISSO)?**

Yes

No

*International students who plan to undertake an internship in the United States must ensure that the necessary immigration paperwork is completed before beginning the internship. Once you receive approval from the Career Connections Center for your academic internship, apply through the ISSO Portal to receive CPT from ISSO. Please note: do this as soon as you receive your academic internship approval, to allow enough time to process your application.*

*For questions and concerns regarding the CPT process, please contact Abigail Nolan at [abnolan@clarku.edu](mailto:abnolan@clarku.edu).*

Have You Previously Completed An Internship for Credit?

Yes

No

**When Did You Complete Your Internship(s) for Credit?**

Please include the semester and year. Ex. Spring 2019

How Many Academic Internship Units, in Total, Have You Taken prior to this semester?

**FACULTY SPONSOR**

**FACULTY SPONSOR**

Please provide your faculty sponsor's information.

NOTE: Your faculty sponsor must be a full-time faculty member at Clark. Part-time faculty need their department chair's approval before sponsoring; grad students who are teaching assistants may not sponsor academic internships.

**Faculty Sponsor Name**

First Name

Last Name

Clark Department

Title

**Faculty Sponsor Contact Information**

Email Address

**INTERNSHIP INFORMATION**

**SPONSORING ORGANIZATION**

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

**Name of Organization**

Is the location of your Academic Internship within the United States?

Yes

No

**Internship Address**

Address

City

State

Zip Code

Website Address

**International Internship Address**

Please upload a document with all necessary information about your internship location

- Address
- Country
- City
- Town
- Postal Code
- Country Code
- Other

### Site Supervisor

\*Please note that once this application is submitted, a generated form will be sent via email to your Site Supervisor listed for verification of the Internship experience.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Department	<input type="text"/>
Email Address	<input type="text"/>

### Employer Description

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

What industry does the company operate in?	<input type="text"/>
What does the company do?	<input type="text"/>
Describe the work of the department in which you will intern.	<input type="text"/>

### Work Environment

Please select all that apply, and indicate the percentage of time you anticipate spending at each location you check.

Note: For the 2020-21 school year, we recommend remote internships whenever possible.

Onsite	Remote/Virtual
<input type="text"/>	<input type="text"/>

Educational Institution

Other

Offsite/ Field Work

If you will work onsite for any portion of your internship, please upload the organization's COVID-19 **workplace safety plan** here.

Your organization may have created a document or a website; if the plan is available via a link, please upload a document providing the link. This should be comparable to Clark's Healthy Clark COVID Plan plan in terms of social distancing and mask wearing, expectations of testing and sanitation, and protocols. [Review Clark's plan on the Healthy Clark website.](#)

## INTERNSHIP DETAILS

Please provide information on what will be expected of you, as well as what you expect from this internship.

### Internship Job Title

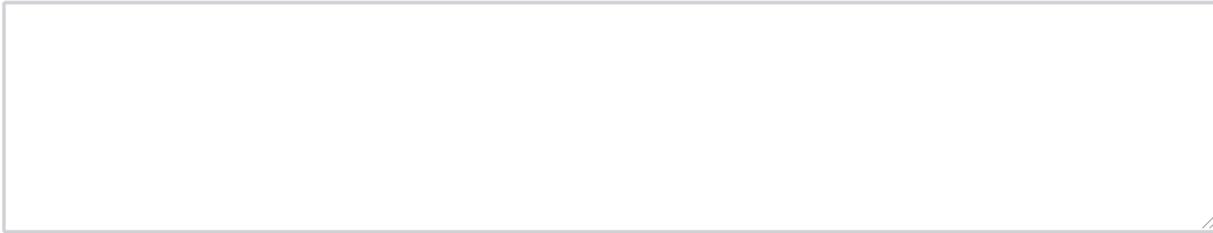
### Internship Responsibilities

Please provide a list of 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.



## **Career and Professional Development Goals**

Employers are looking for Clark University students to be career ready – meaning you know how to act professionally and are ready to use your talents, strengths, and skills in the workplace.

The following items are the skills and habits that will be evaluated in your final evaluation by your site supervisor. Please take a moment to self-assess yourself and set some goals for growth. (Your site supervisor will NOT see this self-assessment.)

	1 (Low)	2	3	4	5 (High)
Takes initiative to learn about the organization	<input type="radio"/>				
Can understand and follow policy/procedures	<input type="radio"/>				
Consistently high work quality	<input type="radio"/>				
Completes work on time	<input type="radio"/>				
Clear/professional written communication skills	<input type="radio"/>				
Clear/professional verbal communication skills	<input type="radio"/>				
Can work independently	<input type="radio"/>				
Takes initiative (as appropriate for the role)	<input type="radio"/>				
Can work well on a team	<input type="radio"/>				
Can accept and apply constructive feedback	<input type="radio"/>				
Problem-solving/critical thinking skills	<input type="radio"/>				
Digital fluency/ability to learn new technology	<input type="radio"/>				
Shows enthusiasm for the work	<input type="radio"/>				
Is punctual (on time)	<input type="radio"/>				
Is responsible and reliable	<input type="radio"/>				
Global/intercultural fluency: demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.	<input type="radio"/>				

## Goal Setting

Please name two items from the above list that you plan to develop or improve over the course of your internship. How will you develop them?

## ACADEMIC CREDIT INFORMATION

**The following questions will require you to distinguish your answers between "Intersession", "Spring", or "Both" semesters.**

If you are applying for intersession only, or spring semester only, then please only write one answer.  
If you are applying for both semesters please write answers for both intersession and spring.

### Intersession Notes:

1. Intersession runs from **January 4th-February 12th.**
2. **You will still be required to complete 140 hours for 1 academic credit. This means you should plan to do about 20-25 internship hours per week.**
3. If you cannot complete 20-25 hours of internship work then we recommend requesting a lower amount of academic credit.

### Spring Notes:

1. Spring runs from **February 22nd- June 4th.**
2. **You will be required to complete 140 hours for 1 academic credit. This means you should plan to do about 9-10 internship hours per week.**

***You will not get credit for hours between February 13th - February 21st.***

**PLEASE SELECT SEMESTER**

Do you want to register your internship for academic credit for Intersession, for the spring semester, or both?

Intersession only (Jan 4 - Feb 12, 2021)

Spring semester only (Feb 22 - June 4, 2021)

Both (Jan 4 - June 4, 2021)

**What are your internship START and END dates?**

Note: Only hours that fall within your chosen semester(s) will count for credit

*Example:*

*Intersession*

*Start: Day/Month/Year*

*End: Day/Month/Year*

*Spring*

*Start: Day/Month/Year*

*End: Day/Month/Year*

**INTERSESSION: Number of Units Requested**

***If you are only doing Spring 2021 please leave this blank. If you are doing both Intersession and Spring then please complete this.***

Please keep in mind that:

1. You can take from 0.25 units – 1.5 units of academic internship tuition-free if you were full-time in the fall.
2. The number of credits you earn is based on both the number of internship hours you log and the size of the academic project you complete.
3. Typically, a 1-unit academic internship requires an 8-10 page research paper or a project of similar size. The exact details are decided by you and your faculty adviser for the internship.
4. During Intersession, the number of internship hours required is the same as any other semester, only completed in fewer weeks than usual.
5. In order to receive academic credit, the total number of internship hours you log must meet the minimum

standards listed below.

6. These hours are for your internship time only. Your academic work will be in addition to these hours.

0.25 units (35+ hours): 5-6 hours weekly

0.50 units (70+ hours): 11-12 hours weekly

0.75 units (105+ hours): 17-18 hours weekly

1.00 units (140+ hours): 23-24 hours weekly

1.25 units (175+ hours): 29-30 hours weekly

### **SPRING: Number of Units Requested**

***If you are only doing Intersession 2021 please leave this blank. If you are doing both Intersession and Spring then please complete this.***

Please keep in mind that:

1. You can take from 0.25 units – 1.5 units of academic internship.
2. The number of credits you earn is based on both the number of internship hours you log and the size of the academic project you complete.
3. Typically, a 1-unit academic internship requires an 8-10 page research paper or a project of similar size. The exact details are decided by you and your faculty adviser for the internship.
4. In order to receive academic credit, the total number of internship hours you log must meet the minimum standards listed below.
5. These hours are for your internship time only. Your academic work will be in addition to these hours.

0.25 (35+hours): 2-3 hours weekly

0.50 (75+hours): 5-6 hours weekly

0.75 (105+hours): 7-8 hours weekly

1.00 (140+hours): 9-10 hours weekly

1.25 (175+hours): 11-12 hours weekly

1.50 (210+hours): 14-15 hours weekly

1.75 (245+hours): 16-17 hours weekly

2.00 (280+hours): 18-19 hours weekly

### **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 your internship relates to your academic and/or 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.
- *Please make sure you have two different academic components if you are applying for both intersession and spring. If your academic component is the same your application will not be approved.*

My academic component will consist of:

Weekly journal entries

Final research paper

Other

Please describe the academic component you and your faculty adviser have agreed to:

***If you are doing both Intersession AND spring semester for academic credit, please show a different academic piece for each.***

***Example:***

Intersession Academic Component-

Spring Academic Component-

### Academic Component Outline

Please describe the academic component topic that **your faculty sponsor has approved.** Your academic component must tie your internship to the major in which you wish to register the internship.

***If you are doing both Intersession AND spring semester for academic credit, please show a different academic piece for each.***

#### ***Example:***

Intersession Academic Component Outline-

Spring Academic Component Outline-

### DOCUMENTATION

Please upload the relevant documentation:

#### **Resume**

Your resume should be reviewed by the Career Connections Center before being uploaded to this application. If you have not yet had your resume reviewed please attempt in the following ways:

- Upload your resume for critique via Handshake
- Email CServices@clarku.edu and request a time-sensitive review for your AIP application

#### **Unofficial Academic Transcript**

## Faculty Sponsor Approval Form

Note: Faculty Sponsors are required to be full-time employees of Clark University or part-time employees approved by Department Chair.

### Additional Document

(e.g., approved petitions, etc.)

## AGREEMENTS AND SUBMISSION

### 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

### HEALTHY CLARK AGREEMENT

***Your signature indicates agreement to [Healthy Clark](#) guidelines, including:***

- Working in a remote internship OR following workplace safety guidelines for on-site internships
- Notifying your site supervisor, your faculty sponsor and the Career Connections Center if your on-site internship becomes unsafe
- Staying aware of any updates to the [Healthy Clark](#) web page and guidelines during the internship

**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 the Career Connection Center permission to share the contact information of my internship site with my fellow students, and members of the Clark community.**

Yes

No

Powered by Qualtrics