

Academic Internship Application - Fall 2020

Start of Block: INTRODUCTION

Q18

UNDERGRADUATE ACADEMIC INTERNSHIP APPLICATION

Fall 2020 Semester

Application deadline to avoid late fees: Wednesday, August 26th, 2020
(You may still apply up through October 1)

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. We strongly encourage undergraduate students to submit their Academic Internship Program applications one week or more prior to the add/drop deadline, 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

End of Block: INTRODUCTION

Start of Block: STUDENT INFORMATION

Q30 STUDENT INFORMATION

This information is necessary for our records. Please fill in all information as accurately as possible.

Q31 Student Name

☐ First Name (1) _____

☐ Last Name (3) _____

☐ Clark ID (4) _____

Q32 Your class standing for the semester of the internship:

☐ First Year (1)

☐ Sophomore (2)

☐ Junior (3)

☐ Senior (4)

Q33 Major(s)

Please select all relevant choices.

- ☐ Ancient Civilization (1)
 - ☐ Art History (2)
 - ☐ Asian Studies (3)
 - ☐ Biochemistry and Molecular Biology (4)
 - ☐ Biology (5)
 - ☐ Chemistry (6)
 - ☐ Combined Languages (7)
 - ☐ Comparative Literature (8)
 - ☐ Computer Science (9)
 - ☐ Economics (10)
 - ☐ English (11)
 - ☐ Environmental Science (12)
 - ☐ French (13)
 - ☐ Student-Designed/ Other (28)
-
- ☐ Geography (14)
 - ☐ Global Environmental Studies (32)
 - ☐ History (15)
 - ☐ International Development and Social Change (16)
 - ☐ Management (17)

- ☐ Mathematics (18)
 - ☐ Community, Youth and Education Studies (19)
 - ☐ Music (20)
 - ☐ Philosophy (21)
 - ☐ Physics (22)
 - ☐ Political Science (23)
 - ☐ Psychology (24)
 - ☐ Screen Studies (25)
 - ☐ Sociology (26)
 - ☐ Spanish (27)
 - ☐ Studio Art (29)
 - ☐ Theatre Arts (30)
 - ☐ Women's and Gender Studies (31)
 - ☐ Media, Culture and the Arts (49)
-

Q34 **GPA**

- ☐ < 2.75 (1)
- ☐ 2.75 - 2.99 (2)
- ☐ 3.00 - 3.24 (3)
- ☐ 3.25 - 3.49 (4)
- ☐ 3.5 - 3.74 (5)
- ☐ 3.75 - 3.99 (6)
- ☐ > 4.00 (7)

Display This Question:

If GPA = < 2.75

Q70 If you do not meet the required GPA please review [The College Board Petition](#)

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Q38 Contact Information during Semester

- ☐ Address (6) _____
- ☐ City (8) _____
- ☐ State (9) _____
- ☐ Zip Code (10) _____
- ☐ Phone Number (12) _____
- ☐ Email Address (13) _____
- ☐ Campus Box Number (14) _____
-

Q39 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 (1)
- ☐ No (2)
-

Display This Question:

If Citizenship = Yes

Q47 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 Susannah Marcucci at smarcucci@clarku.edu.

Q35 Have You Previously Completed An Internship for Credit?

☐ Yes (1)

☐ No (2)

Skip To: End of Block If Previous Internship? = No

Q36 When Did You Complete Your Internship(s) for Credit?

Please include the semester and year. Ex. Spring 2015



Q55 How Many Academic Internship Units, in Total, Have You Taken prior to this semester?

End of Block: STUDENT INFORMATION

Start of Block: FACULTY SPONSOR

Q46 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.

Q47 Faculty Sponsor Name

- ☐ First Name (1) _____
- ☐ Last Name (4) _____
- ☐ Clark Department (2) _____
- ☐ Title (3) _____
-

Q48 Faculty Sponsor Contact Information

- ☐ Email Address (12) _____

End of Block: FACULTY SPONSOR

Start of Block: INTERNSHIP INFORMATION

Q27 SPONSORING ORGANIZATION

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

Q42 Name of Organization

Q58 Is the location of your Academic Internship within the United States?

☐ Yes (1)

☐ No (2)

Display This Question:

If Is the location of your Academic Internship within the United States? = Yes

Q44 Internship Address

☐ Address (5) _____

☐ City (7) _____

☐ State (8) _____

☐ Zip Code (9) _____

☐ Website Address (10) _____

Display This Question:

If Is the location of your Academic Internship within the United States? = No

Q61 International Internship Address

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

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

Q43 **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 (1) _____
 - ☐ Last Name (5) _____
 - ☐ Title (2) _____
 - ☐ Department (3) _____
 - ☐ Email Address (4) _____
-

Q56 **Employer Description**

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

- ☐ What industry does the company operate in? (4)

 - ☐ What does the company do? (1)

 - ☐ Describe the work of the department in which you will intern. (2)

-

Q45 **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 (1) _____
- ☐ Educational Institution (3) _____
- ☐ Offsite/ Field Work (2) _____
- ☐ Remote/Virtual (4) _____
- ☐ Other (5) _____

Display This Question:

If Work Environment Please select all that apply, and indicate the percentage of time you anticipat...
= Onsite

Or Work Environment Please select all that apply, and indicate the percentage of time you anticipat...
= Educational Institution

Or Work Environment Please select all that apply, and indicate the percentage of time you anticipat...
= Offsite/ Field Work

Or Work Environment Please select all that apply, and indicate the percentage of time you anticipat...
= Other

Q71 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.](#)

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Q52 INTERNSHIP DETAILS

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

Q48 Internship Job Title

Q53 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.

Q54 Internship Preparation

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

Q56 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) (1)	2 (2)	3 (3)	4 (4)	5 (High) (5)
Takes initiative to learn about the organization (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can understand and follow policy/procedures (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistently high work quality (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completes work on time (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clear/professional written communication skills (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clear/professional verbal communication skills (10)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can work independently (11)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes initiative (as appropriate for the role) (12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can work well on a team (13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can accept and apply constructive feedback (14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem-solving/critical thinking skills (15)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital fluency/ability to learn new technology (16)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows enthusiasm for the work (17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Is punctual (on time) (18)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is responsible and reliable (19)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Global/intercultural fluency: demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences. (20)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q72 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?

Q47 ACADEMIC CREDIT INFORMATION



Q53 Internship Dates

	Month	Day	Year

Start Date Only the hours worked, following application approval, will count towards your internship. **Any time before the first day of classes will not count for credit.** (1)

End Date Internship hours must be completed before final grades for the semester are due. **Any date later than the last day of classes (December 4) will not count for credit.** (2)

▼ September (1 ...
December (4)

▼ 1 (1 ... 31 (30)

▼ 2020 (1 ... 2020
(1)

▼ September (1 ...
December (4)

▼ 1 (1 ... 31 (30)

▼ 2020 (1 ... 2020
(1)



Q51 **Number of Weeks**



Q46 **Hours per Week**

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Q50 Estimated Number of Working Hours:

\$e{q://QID92/ChoiceTextEntryValue * q://QID102/ChoiceTextEntryValue} hours

Q51

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. You can have up to 4.5 units per semester without needing to petition a course addition from the College Board. In order to receive academic credit, the total number of internship hours you log must meet the minimum standards listed below. These hours are for your internship time only. Your academic work will be in addition to these hours.

- ☐ 0.25 units (35+ hours) (1)
- ☐ 1.00 units (140+ hours) (4)
- ☐ 1.75 units (245+ hours) (7)
- ☐ 0.50 units (70+ hours) (2)
- ☐ 1.25 units (175+ hours) (5)
- ☐ 2.00 units (280+ hours) (8)
- ☐ 0.75 units (105+ hours) (3)
- ☐ 1.50 units (210+ hours) (6)

Q50 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.

Q52

Internship Relevancy

Please explain how your internship relates to your academic and/or your professional goals.

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Q58 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.

Q53 My academic component will consist of:

- ☐ Weekly journal entries (1)
- ☐ Final research paper (2)
- ☐ Other (3)
-

Display This Question:

If My academic component will consist of: = Other

Q54 Please describe the academic component you and your faculty adviser have agreed to:

Q59 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.

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Q61 DOCUMENTATION

Please upload the relevant documentation:



Q62 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



Q63 Unofficial Academic Transcript



Q64 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.

Q41

Additional Document

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

End of Block: INTERNSHIP INFORMATION

Start of Block: AGREEMENTS AND SUBMISSION

Q65 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



Q66 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 (1) _____

☐ Online Signature (Initials) (2) _____

Q68 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 (1)

☐ No (2)

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End of Block: AGREEMENTS AND SUBMISSION
