Academic Internship Application - Fall 2020

Start of Block: INTRODUCTION

Q18
UNDERGRADUATE ACADEMIC INTERNSHIP APPLICATION
Fall 2020 Semester

Application deadline to avoid late registration fee: Wednesday, September 26th, 2020

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
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 Q34 = 1

Q70 If you do not meet the required GPA please review The College Board Petition

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 Q39 = 1*

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 Q35 = 2**

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 Q58 = 1

Q44 Internship Address

☐ Address (5) ______________________________________________________________

☐ City (7) ________________________________________________________________

☐ State (8) ______________________________________________________________

☐ Zip Code (9) __________________________________________________________

☐ Website Address (10) _________________________________________________

Display This Question:
If Q58 = 2

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) ________________________________
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.

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

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**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
**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 then the last day of classes (December 4) will not count for credit. (2)


51 **Number of Weeks**

________________________________________________________________

Q46 **Hours per Week**

________________________________________________________________

Q50 **Estimated Number of Working Hours:**

$q$ 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.

________________________________________________________________

________________________________________________________________

________________________________________________________________
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 Q53 = 3
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.

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

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
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.”

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.

End of Block: AGREEMENTS AND SUBMISSION