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

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
GPA

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<tr>
<th>GPA Range</th>
<th>GPA</th>
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<td>&lt; 2.75</td>
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<td>2.75 - 2.99</td>
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<td>3.00 - 3.24</td>
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<td>3.25 - 3.49</td>
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<td>3.5 - 3.74</td>
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<td>3.75 - 3.99</td>
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<td>&gt; 4.00</td>
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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)?
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 Abagail Nolan at 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 Name
First Name
Last Name

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 Contact Information

Email Address

INTERNERSHIP 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.*

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<td>Department</td>
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<td>Email Address</td>
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**Employer Description**

Please provide a brief 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 you anticipate spending at each location you check.

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

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<th>Onsite</th>
<th>Remote/Virtual</th>
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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 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.)

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

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