Academic Internship Application - Fall 2021 & Spring 2021

NOTE: This document is a PREVIEW ONLY. To apply, please go to the AIP web page and apply using the red “APPLY HERE” button.

Start of Block: INTRODUCTION

Q18
UNDERGRADUATE
ACADEMIC INTERNSHIP PROGRAM

Fall 2021 & Spring 2022 Application

We accept applications on a rolling basis until the mid-point of any semester. Applications submitted after Clark’s drop/add deadline may incur a late registration fee from the Registrar.

For a preview of this application: A PDF preview is available on the AIP page.

Questions? Please download and read over the Academic Internship Program Guide

In order to complete the application, you must upload the following materials:

- A copy of your resume
- A screenshot of your academic transcript, showing your GPA
- Signed Faculty Sponsor Approval Form
- If interning on-site: Proof of Vaccination or COVID safety plan

Additional materials which may be needed:
- College Board Petition
- Fifth Course Request Form

*Please note* 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.

Should you require any assistance or have any questions, 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 GPA = < 2.75

Q70 If you do not meet the required GPA please complete and submit a College Board Petition

Q38 Contact Information During Semester

- Mailing Address (6)
- Phone Number (8)
- Email Address (9)

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 Abagail Nolan at abnolan@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. (Example: Spring 2020)
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

* 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 brief 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.

☐ 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 anticipate...
= Onsite

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

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

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

Q71 If you will work onsite for any portion of your internship, please upload your proof of COVID-19 vaccination here OR a copy of the organization's COVID safety plan.
For most people, proof of vaccination will be a photo or scan of the front of your COVID-19 vaccination card. The document should include your name, the shot you received, and the date your received it. 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

________________________________________________________________

Q68 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 & PROFESSIONAL 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) (1)</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 (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can understand and follow policy/procedures (6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consistently high work quality (7)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completes work on time (8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear/professional written communication skills (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear/professional verbal communication skills (10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can work independently (11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takes initiative (as appropriate for the role) (12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can work well on a team (13)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can accept and apply constructive feedback (14)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem-solving/critical thinking skills (15)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital fluency/ability to learn new technology (16)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows enthusiasm for the work (17)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Is punctual (on time) (18)

Is responsible and reliable (19)

Global/intercultural fluency: demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences. (20)

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

Q54
**Note:** 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.

Regardless of when the internship starts and ends, you may only log hours for credit that fall within your chosen semester. Please consult Clark's Academic Calendar for details.

---

**Q52 What semester are you requesting, and what are your internship START and END dates?**

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

*Example:*

**Fall 2021**

*Start: Day/Month/Year*
*End: Day/Month/Year*

---

**Q55 Number of Units Requested**
Please keep in mind that:

- You can only register for one semester of credit at a time.
- You can register for any amount between 0.25 units – 2.0 units of academic internship per semester.
- 1 unit is the most common amount requested. International students who only need credit in order to register for CPT may choose as little as 0.25 units.
- 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.
- 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.
- 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 (35+hours): 2-3 hours weekly (1)
- 0.50 (75+hours): 5-6 hours weekly (2)
- 0.75 (105+hours): 7-8 hours weekly (3)
- 1.00 (140+hours): 9-10 hours weekly (4)
- 1.25 (175+hours): 11-12 hours weekly (5)
- 1.50 (210+hours): 14-15 hours weekly (6)
- 1.75 (245+hours): 16-17 hours weekly (7)
- 2.00 (280+hours): 18-19 hours weekly (8)
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.
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Page Break

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 In addition to weekly journal entries, my academic component will consist of:

- □ Final research paper (1)
- □ Computer science coding/digital portfolio (2)
- □ Video, multimedia presentation, or other final product (3)
Display This Question:

If in addition to weekly journal entries, my academic component will consist of: = Video, multimedia presentation, or other final product

Q54 Please describe in 1-2 sentences the kind of academic component you and your faculty adviser have agreed to:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Q59 Academic Component Outline
Please describe the focus of 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 do so in one of the following ways:

- Stop by the Career Lab, ASEC 119, M-F between 1-4 pm (school year only)
- Email CareerLab@clarku.edu and request a time-sensitive review for your AIP application

Q63 Screenshot of your Unofficial Academic Transcript (showing GPA)

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 documents as needed
(e.g., approved petitions, etc.)

End of Block: INTERNSHIP INFORMATION

Start of Block: AGREEMENTS AND SUBMISSION
Q62 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 internship hours, 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 showing vaccination 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) ____________________________________________

68 Optional: I am interested in potentially having Clark's marketing department do a story about my internship; please contact me for details.

- Yes (1)
- No (2)