



SUMMER ACADEMIC INTERNSHIPS AT CLARK

Thanks for your interest in the Academic Internship Program (AIP) for undergraduates.

The application procedures for summer internships are the same as those for the academic year; however, there are a few important differences:

Summer Tuition

You will likely be required to pay tuition for summer courses. Typically, student's financial aid packages do not extend into summer, even for scholarships. Currently, summer tuition is \$2080 per 1.00 unit.

- The first 0.25 units of academic internship are tuition free. See the chart below for net tuition for additional credit.
- Some students do not need the credit towards their graduation requirement, but are required to take their summer internship for credit. This includes international students who need CPT, and students doing an unpaid internship whose organization requires them to register the internship for credit. If you meet either of these criteria, you can minimize the tuition of your summer academic internship by registering for .25 units of credit (free).

How to Apply for an Academic Internship

See the [AIP page](#) for an overview of the application process. Once the Career Connections Center approves your application, you will receive an email with additional instruction to enroll into your course.

- Summer deadline: Please apply for your academic internship at least a week before the drop/add deadline, which is June 1, 2022.

Important Dates

The summer 2022 semester begins on May 23 and ends on August 12, totaling 12 weeks. Please see [Clark's Academic Calendar](#) for details. Only the hours completed during the summer semester will count towards your required total.

Units:	Cost Breakdown	Net Tuition	Academic paper length	Total required internship hours:	Estimated hours per week*:
.25 units	\$520	free	2-4 pages	35+ hours	~5 hours
.5 units	\$1040 - \$520	\$520	4-5 pages	70+ hours	~10 hours
1 unit	\$2080 - \$520	\$1560	8-10 pages	140+ hours	~20 hours
2 units	\$4160 - \$520	\$3640	16-20 pages	280+ hours	~40 hours

*Note: The estimated hours per week varies, depending on the number of weeks in the semester. This chart is based on a 12-week summer semester for 2022. You can distribute the hours differently as long as the total logged hours is enough for the credit you require and you turn in your signed time sheet by the end of the semester (August 12). Please scan the table below for an idea of how many total hours (excluding time for the academic component) and approximate hours per week you should plan to log.

Units	Minimum Number of Required Hours	Hours per Week
.25 units	30+ hours	2-3 hours weekly
.5 units	66+ hours	5-6 hours weekly
1 unit	126+ hours	9-10 hours weekly
2 units	222+ hours	18-19 hours weekly

Academic Component

Typically, a faculty sponsor will assign an **8- to 10-page final paper or project**, and a bi-weekly journal for a 1.00 credit internship. Students who take .25 credits in the summer to reduce tuition may reduce the length of the final paper or project to 3- to 4-pages. The academic component (often a research paper) should be completed **in addition** to the required hours and does not count on the internship timesheet.

Application Support

Program Guide: For the complete AIP Program Guide, go to the [AIP page](#) and scroll to the bottom.

Emails: For support and advice regarding summer academic internships, please email cservices@clarku.edu

Meet with us: Make an appointment through Handshake for an academic internship advising appointment. Instructions are here: <https://www.clarku.edu/offices/career-connections-center/about-us/meet-the-team/>

Frequently Asked Questions

Can I register after the drop/add deadline?

Yes, however the Registrar's Office may charge a \$100 late registration fee.

Can I log hours before or after the official dates of the semester?

Your signed time sheet can only show hours worked within the official dates of the semester.

Can I do something other than a research paper as my academic component?

Yes; that is up to you and your faculty sponsor. Alternatives may include multimedia presentations, annotated bibliographies, or enhanced portfolios.

How do I find a faculty sponsor for my academic internship?

You can ask your faculty adviser, ask faculty you have taken classes with, or ask your faculty adviser to connect you with appropriate faculty. Please see the AIP Program Guide on the [AIP page](#) for more information on choosing an appropriate faculty sponsor. The faculty sponsor form is located at the bottom of the [AIP page](#).

(continued)

Can I do my internship in summer and get credit for it in fall?

Unfortunately, accreditation rules for the university require the internship to take place in the same semester as you are receiving the credit.

I can't afford summer tuition, but I need to take my internship for credit. What can I do?

- If you can extend the internship into the fall, they could get credit for that portion. In this case, you will not incur the summer tuition cost (while being able to put the entire internship on your resume). Students may take up to 5.5 units in fall or spring at the basic tuition rate.
- You can also do more than one internship; the CCC can help you search for another one in fall or spring.

I am a senior in the ADP and need an internship for my ADP program. Whom should I contact?

Contact your ADP program directly; you will need to receive graduate credit for an internship taken in the summer between senior year and ADP.