INTRODUCTION

UNDERGRADUATE
ACADEMIC INTERNSHIP PROGRAM

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.

NOTE: We are no longer accepting Fall 2021 applications.

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:

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

Additional materials which **may** be needed:

- Will this be your 5th class for the semester in question? You must upload an approved Fifth Course Request Form
- Is your GPA below 2.75? You must upload an approved College Board Petition for Special Action

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

STUDENT INFORMATION

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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
Asian Studies	Economics	History	Physics	Studio Art
Biochemistry and Molecular Biology	English	International Development and Social Change	Political Science	Theatre Arts
Biology	Environmental Science	Management	Psychology	Women's and Gender Studies
Chemistry	French	Mathematics	Screen Studies	Media, Culture and the Arts
Combined Languages	Student-Designed/ Other	Community, Youth and Education Studies		

GPA

< 2.75 | 2.75 - 2.99 | 3.00 - 3.24 | 3.25 - 3.49 | 3.5 - 3.74 | 3.75 - 3.99 | > 4.00

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

Contact Information During Semester

Mailing Address

Phone Number

Email Address

Potential Required Documentation: International Students

Please note that students that identify as International Students at Clark on a visa 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

No

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. (Example: Spring 2020)

How many academic internship units, in total, have you taken prior to this semester?

FACULTY SPONSOR

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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.

Faculty Sponsor Name

First Name

Last Name

Clark Department

Title

Faculty Sponsor Contact Information

Email Address

INTERNSHIP 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.

First Name

Last Name

Title

Department

Email Address

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.

Onsite

Remote/Virtual

Educational Institution

Other

Offsite/ Field Work

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.

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 & 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.)

	1 (Low)	2	3	4	5 (High)
Takes initiative to learn about the organization	○	○	○	○	○
Can understand and follow policy/procedures	○	○	○	○	○
Consistently high work quality	○	○	○	○	○
Completes work on time	○	○	○	○	○
Clear/professional written communication skills	○	○	○	○	○
Clear/professional verbal communication skills	○	○	○	○	○
Can work independently	○	○	○	○	○
Takes initiative (as appropriate for the role)	○	○	○	○	○

	1 (Low)	2	3	4	5 (High)
Can work well on a team	○	○	○	○	○
Can accept and apply constructive feedback	○	○	○	○	○
Problem-solving/critical thinking skills	○	○	○	○	○
Digital fluency/ability to learn new technology	○	○	○	○	○
Shows enthusiasm for the work	○	○	○	○	○
Is punctual (on time)	○	○	○	○	○
Is responsible and reliable	○	○	○	○	○
Global/intercultural fluency: demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.	○	○	○	○	○

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

Note:

1. 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.
2. 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.

What semester are you applying for? (Example: Fall 2021)

Notes: (1) The internship must take place in the same semester for which you want to earn credit. (2) You must apply for each semester of credit separately.

What are your internship START and END dates?

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

Example:

Start: Day/Month/Year

End: Day/Month/Year

Number of Units Requested

Please keep in mind that:

1. You can only register for one semester of credit at a time.
2. You can register for any amount between 0.25 units – 2.0 units of academic internship per semester.
3. 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.
4. 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.
5. 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.
6. In order to receive academic credit, the total number of internship hours you log must meet the minimum standards listed below.
7. It is fine to exceed the minimum number of required hours. For example, if your internship will be 15 hours per week you can still request just 1 unit of credit.
8. 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/Minor/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.

Management (Major)

Management (Minor)

All Others

In what department do you wish your internship credit to count? This can be your major, minor, or concentration. (Please type the full name, for clarity.)

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.

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

Final research paper

Computer science coding/digital portfolio

Video, multimedia presentation, or other final product

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

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.

DOCUMENTATION

Please upload all relevant documentation:

Resume

We recommend that your resume be reviewed by the Career Connections Center before being uploaded to this application. To have your resume reviewed:

- 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

Screenshot of your Unofficial Academic Transcript (showing both your name and GPA)

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.

5th Course Petition Upload:

- Will this be your 5th class for the semester in question? If yes, please upload an approved Fifth Course Request Form here.

Low GPA Petition Upload

- Is your GPA below 2.75 (or below 3.0 if you are applying for 2 units of internship credit)? If yes, please upload your approved Special Action Petition here.

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 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

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)

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

Yes No

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