

Department of Architecture Practical Experience Internship Application

Application Deadline: **April 20** for Summer Internship

Submit completed, signed application form to Tonya Miller in -7-344A

The Department supports practical experience internships for professional, full-time work performed in an architectural, engineering, landscape architecture, digital design, visual art and design, or planning office; a library, museum or gallery; or work directly related to a visual art, architecture, design or building technology project.

- The work must be performed for a minimum of six weeks during a summer break between the first year of enrollment and graduation. **Important: For Summer 2018, your internship must occur between the dates of May 26 and August 24.** It cannot start before May 26 and must end by August 24.
- One credit unit is received upon completion of 4.190, Practical Experience in Architecture. Registration takes place during the summer term.
- 4.190 can be repeated for credit twice: two summers and one IAP internship or two IAP and one summer internship.
- International students may not register for 4.190 or apply for CPT if they have reached their total credit requirement for their specific degree program.
- The internship must be directly related to the degree program research and be pre-approved by the academic advisor. **Include a statement specifying how this particular job is integral to your curriculum.**
- The final grade will be submitted by the advisor upon review of the final written evaluation report signed by the employer. **The evaluation is due by August 27** to Tonya Miller.

International students: This application will support curricular practical training (CPT) application. **Note:** The U.S. Department of Homeland Security has specified a date range within which employment can occur. Please see ISO's F1 Curricular Practical Training page (http://iso.mit.edu/immigration/emp_f1_cpt.shtml) under the heading of "CPT Authorization Dates by Term" for current terms and dates (if you need to work beyond the required end date, you must apply for optional practical training — OPT — for the remaining time period; the lead time for processing and receiving approval for OPT is approximately 3.5 months.)

MIT ID# _____ Current date _____

Full name _____ Email _____

Summer employer

Employer address

Employer contact person

Employer phone _____ Employer Email _____

Dates of Employment: from _____ to _____

Description of internship: (attach summary page if more space is needed)

How is the internship integrally related to your degree program research (be **specific**, and provide **at least three sentences**):

Signature of academic advisor: _____

(printed name)

(date signed)