

# Department of Architecture Practical Experience Internship Application

**Application Deadline: April 22**

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

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 2016, your internship must occur between the dates of May 21 and August 19. It cannot start before May 21 and must end by August 19.
- Three credit units are received the subsequent fall term upon registration for 4.190, Practical Experience in Architecture. If a student has reached their degree unit requirement by the end of spring term, they are not eligible.
- 4.190 cannot be repeated for credit.
- Students may not register for 4.190 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, **including 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.

**International students:** This application will support curricular practical training (CPT) application. **Note:** as of 2016, 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://web.mit.edu/iso/immigration/emp\\_f1\\_cpt.shtml](http://web.mit.edu/iso/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)