

Department of Architecture Practical Experience Internship Application

Application Deadline: April 19 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 2019**, your internship must occur between the dates of **May 25 and August 23**. It cannot start before May 25 and must end by August 23.
- For summer internships, one credit unit is received upon completion of 4.190, Practical Experience in Architecture (pre-register then register for 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. If you **are** eligible for CPT and need to work beyond the required end date of August 23, 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.
- 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.
- **IMPORTANT:** Grades for summer term must be submitted by August 25, so **evaluations are due from your employer no later than August 15**

MIT ID#:

Current date:

Full name:

Email:

Employer name:

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)