

Department of Architecture Practical Experience Internship Application

Application Deadlines:

April 22, 2024 for Summer 2024 Internships

December 15, 2024 for IAP 2025 Internships

Submit completed, **signed** application form to: Tonya Miller, miller_t@mit.edu (for graduate internships), or Paul Pettigrew, paulpett@mit.edu (for undergraduate internships)

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 **four weeks** during the **IAP** term and **six weeks** during the **summer** term between the first year of enrollment and graduation.
- 4.090 (undergraduate)/4.190 (graduate) can be repeated for credit twice: two summers and one IAP internship or two IAP and one summer internship. If taking **Thesis CPT**, students register for **4.THU** or **4.THG** instead.
- International students **may not be eligible for a CPT internship if they have reached their total credit requirement for their specific degree program** *unless* the internship is **directly related to their thesis**. If you are eligible for CPT and need to work beyond the required end date of the term, 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 your degree program research and/or your thesis** and be pre-approved by your academic advisor (see field below, “How is the internship directly related”; enter a statement specifying how this particular job is integral to your curriculum).
- The final grade will be submitted by your advisor upon review of the final written evaluation report signed by the employer.

Dates of Employment for International Students

- **Summer 2024**, your internship must occur between the dates of **May 23 and August 23, 2024**. It cannot start before May 23 and must end by August 23.
- **IAP 2025**, your internship must occur between the dates of December 21, 2024 and January 31, 2025. It cannot start before December 21 and must end by January 31.

Units

- For **IAP** internships, **six credit units** are received upon completion of 4.090/4.190 or 4.THU/4.THG — pre-register then register for the IAP term.
- For **summer** internships, **one credit unit** is received upon completion of 4.090/4.190 or 4.THU/4.THG — pre-register then register for the summer term.
(units are reduced for summer term to avoid having students pay the higher summer tuition)

Grading

Grades are contingent upon a positive employer evaluation. Please have your employer submit **summer evaluation forms** to Tonya Miller, miller_t@mit.edu or Paul Pettigrew, paulpett@mit.edu for IAP internships by the following dates:

- Grades for **summer** term must be submitted by the last week in August, so **evaluations are due from your employer no later than August 21, 2024**.
- Grades for the IAP term must be submitted at the end of January so evaluations from your employer are due by **January 20, 2025**.

The internship will occur during the: IAP Summer Is this internship Thesis CPT?

MIT ID# current date

Full name email

Employer name

Employer address

Employer contact

Employer email

Employer phone #

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 and/or thesis research** (be specific, and provide at least three sentences)

Signature of academic advisor: _____

Printed name: _____ (date signed) _____