# Department of Architecture Practical Experience Internship Application

## Application Deadlines: December 6 for IAP Internships / April 6 for Summer Internships

Submit completed, signed application form to Tonya Miller in -7-344A or Renée Caso in 7-337

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.
* 4.190 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 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 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**

* **IAP 2020**, your internship must occur between the dates of **December 21 and January 31**. It cannot start before December 21 and must end by January 31.
* **Summer 2020**, your internship must occur between the dates of **May 21 and August 21**. It cannot start before May 21 and must end by August 21.

**Units**

* For **IAP** internships, **six credit units** are received upon completion of 4.190, Practical Experience in Architecture (pre-register then register for the IAP term).
* 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). Units are reduced for summer term to minimize your summer tuition fee.

**Grading**

Grades are contingent upon a positive employer evaluation. Please have your employer submit the [evaluation form](https://architecture.mit.edu/sites/architecture.mit.edu/files/attached_files/PEI_Evaluation_1.pdf) to Tonya Miller, [miller\_t@mit.edu](mailto:miller_t@mit.edu)) by the following dates:

* Grades for the **IAP** term must be submitted by **February 5, 2020** so evaluations from your employer are due by **February 1, 2020**
* Grades for **summer** term must be submitted by **August 24, 2020**, so **evaluations are due from your employer no later than August 21, 2020**

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_