

# Department of Architecture Practical Experience Internship Application

## Application Deadlines:

**April 15, 2023** for Summer 2023 Internships

**December 15, 2023** for IAP 2024 Internships

Submit completed, **signed** application form to: Tonya Miller, [miller\\_t@mit.edu](mailto:miller_t@mit.edu) (for graduate internships), or Paul Pettigrew, [paulpett@mit.edu](mailto: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 2023**, your internship must occur between the dates of **May 25 and August 25, 2023**. It cannot start before May 25 and must end by August 25.
- **IAP 2024**, your internship must occur between the dates of December 23, 2023 and February 2, 2024. It cannot start before December 23 and must end by February 2.

## 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](mailto:miller_t@mit.edu) or Paul Pettigrew, [paulpett@mit.edu](mailto: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 20, 2023**.
- Grades for the IAP term must be submitted at the end of January so evaluations from your employer are due by **January 25, 2024**.

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) \_\_\_\_\_