

PRATT INSTITUTE

**STUDENT
ACADEMIC
INTERNSHIP
GUIDE**

Revised December 2022

**Center for Career &
Professional Development**

www.pratt.edu/career | career@pratt.edu | 718.636.3506

UPDATED: FORMS FOR INTERNSHIPS DURING COVID-19

The COVID-19 documents for hybrid/in-person internships (the Internship/Practicum Site Assurance of Compliance Letter and the Student Waiver) **no longer need to be filled out or submitted** as of August 2022.

Please contact [Mackenzie Adriance](#) with any questions.

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STEPS TO AN INTERNSHIP FOR ACADEMIC CREDIT

Step 1: Internship Orientation Video and Quizzes

- Watch the required [Internship Orientation video](#) from the Center for Career & Professional Development (CCPD) before registering for an internship course.
- Following the completion of the video, look through this [Academic Internship Guide](#) to clarify any questions you might have.
- Complete either the international student or domestic student [internship quiz](#):
 - The international student quiz is REQUIRED for international students Pratt Institute interested in pursuing an internship for credit. An international student with an F-1 status is eligible for CPT (Curricular Practical Training) if they have been full-time and maintaining lawful status for at least one academic year (two consecutive semesters.) CPT authorization is required for paid or unpaid internships.
 - The domestic student quiz is for citizens or lawful permanent residents of the United States, or have been granted Asylum, Refugee or Paroled in the Public Interest status by the United States government who cannot be authorized for Curricular Practical Training.
- The passing score for the quiz is eight correct answers out of 10. Upon completion, your total points will be displayed at the top of the page.

Step 2: Secure Internship & Register

- [Search for an internship](#) using the CCPD's many resources. Make an appointment with the CCPD using [Pratt Pro](#).
- Consult your [academic advisor](#) and consider how many credit hours to pursue in your internship:
 - Zero-credit option (summer only) = 80 hours minimum
 - 1 credit option = 120 hours minimum
 - 2 credit option = 180 hours minimum
 - 3 credit option = 240 hours minimum

- After you obtain an internship, reach out to your [department contact for registration approval](#) with your internship orientation quiz score and register for a corresponding internship course.
- Before the end of the add/drop period, [the Registrar](#) requires a letter of agreement from the internship employer with the following information included:
 - On company letterhead
 - Start date and end date of internship
 - Total hours to be worked
 - Nature of work to be performed
 - Signed by internship supervisor and student
- The letter should be sent to [the Registrar](#) before the start of the semester - students will be dropped by the internship course if the Registrar does not receive the letter by the end of the add/drop period deadline.

Step 3: *For International Students Only

- International students must be documented through the Office of International Affairs (OIA.) This documentation is called [Curricular Practical Training or CPT](#).
- The Office of International Affairs will process your Curricular Practical Training (CPT) or Optional Practical Training (OPT) for authorization. You cannot do an internship, work (part time, full time, freelance) or volunteer off-campus without CPT or OPT.
- Academic departments may have additional eligibility requirements.

Step 4: Begin Your Internship

- Establish your goals and learning objectives (what you will learn/gain from this experience) with your internship site supervisor.

FREQUENTLY ASKED QUESTIONS

Q. What is an internship?

- An internship is a temporary, typically semester-long position with an employer that emphasizes education and training related to a student's professional pursuits or major of study. It is an opportunity to explore an industry of interest and/or develop a professional network before graduation. Internships integrate knowledge and theory with practical application and skill development in a professional setting. An internship is conducted as a partnership between a student, Pratt Institute, and the employer.
 - Characteristics of an internship at Pratt:
 - Set and agreed upon time limitations, goals, outcomes, and expectations for both the student intern and the internship employer
 - A semester-long position that adheres to Pratt Institute's academic calendar and deadlines, but can vary in the number of hours required
 - Students are responsible for researching, applying, and securing an internship placement

Q. Am I required to have an internship for academic credit?

- At Pratt, only undergraduate students in Fashion Design and Creative Writing are required to have an internship. All other undergraduate departments have an elective internship course.
- There are several graduate programs at Pratt that require an internship, a practicum, or a clinical experience for licensure. These include but are not limited to:
 - School of Information - Practicum
 - Art and Design Education - Student Teaching
 - Advanced Creative Dance Therapy - Clinical Experience
 - If you are unsure if this applies to you, please check with your department.
- For US citizens and permanent residents, taking an internship course for credit is an option, not a requirement. For International students, it is a requirement since an internship course is needed to be authorized to work off campus utilizing CPT or OPT.
- Some internship employers only hire students enrolled in an internship course. In cases where your department does not require it but you want to do an internship, you will have to register for an elective internship course if it is required by the employer or if you are an international student.

Q. What are the requirements for receiving academic credit for an internship?

- Complete the [Internship Orientation Process](#): watch the Internship Orientation video and complete the corresponding quiz.
- You must be a junior or senior, or you must obtain approval from your department Chair.
- 3.0 GPA, or approval from your department Chair.
- International students must be at Pratt for one academic year and apply for Curricular Practical Training (CPT) through the Office of International Affairs (OIA.)

Individual academic departments may have additional eligibility requirements. Refer to the **Internship Guide** for information about your department.

Q. Do internships pay a wage or salary?

- Internships can be paid, unpaid or offer other types of compensation.
 - A compensation bearing internship offers some kind of benefit, but not an hourly wage. Such compensation can take the form of stipends for travel or meals, Metro cards for transportation, or a fellowship. This is not the same as a paid internship. Compensation bearing internships can be taken for academic credit.
 - A paid internship can be for academic credit or not for credit.
- Any internship that does not provide an hourly wage as compensation is considered unpaid. This excludes non-profit organizations, which can offer opportunities similar to an internship in the form of a volunteer experience that provides educational value. For-profit companies can only offer an unpaid internship if they adhere to the [Department of Labor's Fair Labor Standards Act \(FLSA\)](#). Many companies, in trying to align with the Fair Labor Standards Act, will require a Pratt student to be registered for academic credit. For many companies, this will also require proof of enrollment or formal acknowledgement from Pratt Institute to verify the student will receive credit for the internship if it is unpaid. At Pratt Institute, only the Center for Career and Professional Development is allowed to provide an employer with a student's letter of proof for an internship.

Q. Is an internship for academic credit an academic course?

- **Yes**, it is a faculty-run class, typically with set meeting times, a course syllabus, and graded assignments like other classes. You will receive a grade at the end of the course.
- Pratt does not offer retroactive registration for any internship.
- Internship courses are elective courses (typically studio elective credit) that are graded.
- You will be asked to fill out a survey during your internship experience. These will include information about your internship, your responsibilities, and what you learned from the experience. Your direct supervisor will also be asked to fill out a survey at the end of your internship experience to provide feedback that will impact your grade in the course.
- Students pay standard tuition for internship course credits.
- Credits are based on the **minimum** hours worked during the semester: 120 hours = 1 credit; 180 hours = 2 credits; and 240+ hours = 3 credits.

Q. What is the difference between regular (1, 2, 3) internship credits and a zero-credit internship course?

- The zero-credit course is an option available to students only during the summer term.
- Students are required to work 80 hours during the summer semester.
- Tuition is 30% of the cost of one academic credit.
- In most cases, it is graded Pass/Fail. Your faculty is the best person to answer this question and it should be listed on the course syllabus for each class.

Q. How do I find an internship?

- Talk to faculty and the Chair of your department, your peers, family, and friends.

- Conduct your own research, visit websites for companies of interest and check their career page.
- Search internship listings on [Pratt Pro](#) and check the resources and recommended search sites through the Center for Career & Professional Development.
- Utilize [LinkedIn](#) to see where Pratt alumni are working - whether you want to directly connect with them or simply want to see the cool work they are doing/interesting companies they are working for.
- Schedule an appointment with an advisor at the Center for Career & Professional Development to receive one-on-one advice tailored to your personal goals and interests.

Q. What is/How do I find an international internship?

An international internship is an opportunity outside the U.S. The process to set up an international internship is different from a domestic internship and requires advanced planning, especially to obtain proper Visa processing. It is recommended that students begin the process of setting up an international internship at least one semester prior to the term in which the internship is to be conducted.

*Companies may or may not offer their services at a cost. These are listed here as ideas of how/where to start. If you have questions or concerns, please contact Mackenzie Adriance, Assistant Director of Experiential Learning, in the CCPD.

- [Internships Abroad | GoAbroad.com](#)
- [Internships Abroad | College Study Abroad | CIEE](#)
- [ArtBound Initiative](#)
- [Intern Abroad | International Internships | Kaya Responsible Travel](#)
- [Global Experiences](#)

Search Engines:

- [GoinGlobal |](#)
- [IO CAREERS](#)
- [jobRank.org](#)
- [Transitions Abroad](#)

Q. What should I look for in a 'good' internship?

- Supervision – a professional artist or designer and/or someone with experience relevant to a student's professional interest. (Supervisors work with and guide interns from start to end.)
- Orientation – students are offered an orientation to the internship site
- Outlined objectives – set in the beginning (with expectations included such as schedule, time commitment, job responsibility, additional opportunities)
- Short term opportunity – 10 to 15 weeks total; with a clear start date and end date.

Q. I am an international student and I've found an internship. What documents do I need in order to start the CPT process?

- Submit all documentation in pdf format to oia@pratt.edu:
 - o An unexpired passport (must be valid six months into the future)
 - o Your current I-20

- o Copy of your class registration for the semester for which you want CPT (must show your internship class as Registered). Go to your MyPratt > Academic Tools to get your class registration.
- o 3.0 GPA, or approval from your department Chair.
- o Copy of paper I-94 card or Most Recent I-94 Record.
- o CPT Department Form – completed and signed by your department (Chair/Assistant Chair/Department Internship Coordinator/Department Internship Faculty)
- o A signed letter on letterhead from the employer stating:
 - Begin and end date of employment
 - Number of hours per week
 - 20 hours max per week during the semester (40 hours allowed during school breaks)
 - Description of your job duties (must be related to your major)
 - Name and address with zip code of the company
 - Indicate whether it is paid/unpaid employment

Q. I am an international student. How does my CPT affect my OPT?

- Use of full-time Curricular Practical Training (CPT) for 12 months or more eliminates eligibility for Optional Practical Training (OPT). Use of part-time CPT (20 hours or less) does not affect eligibility for OPT at this time.
- Only part-time CPT is permitted during the school year. Part-time or full-time CPT is permitted in the summer (with the required internship course.)

Q. The company I want to intern with has requested proof of credit/proof of enrollment. What is this and where can I get one?

- Organizations and companies who hire interns enrolled in an internship course typically ask for proof of enrollment or proof of credit. This is an official document that states the student is eligible and enrolled in an internship course.
- Only the Center for Career & Professional Development can provide this document.
- You can request this document if you have met all the requirements and have enrolled in an internship course for the semester. Requests can be made by emailing a request to career@pratt.edu or in person at East Bldg. 001 on the Brooklyn campus. [You must provide the information found in this form](#) on page 10.

Q. I interned last summer back home. Can I receive credit for that internship now?

- **No.** There is no retroactive credit offered for internships completed in the past.
- Students can only enroll for an internship course offered by their departments during the regular registration period during the semester in which they are completing the internship.
- Pratt does not allow students to register for an internship course that will be completed in a different semester (i.e. a student completes an internship in the summer but wants to enroll for credit during the previous spring or following fall semesters).

FOR INTERNATIONAL STUDENTS ONLY

Curricular Practical Training Fact Sheet

OFF CAMPUS EMPLOYMENT for International Students in F-1 Status

CURRICULAR PRACTICAL TRAINING:

Curricular Practical Training is defined as paid or unpaid employment which is an integral or important part of your curriculum. CPT authorization is REQUIRED for paid or unpaid internships.

What are the requirements to apply?

- Be in good academic standing (min. 2.0 for undergraduate students, min. 3.0 for graduate students).
- Have a job offer.
- Registration in an internship course for the semester you wish to have CPT.
- Currently in F-1 status and have been full-time and maintaining lawful status for at least one academic year (two consecutive semesters).

What documents do you need to apply?

- An unexpired passport (must be valid 6 months into the future).
- Current I-20.
- Copy of your class registration for the semester for which you want CPT (must show your internship class, your name and your Pratt ID#).
- Copy of most recent [I-94 Record](#)
- A Completed [Department Form](#) ([department contact for registration approval](#)) on letterhead certifying that:
 - The training is an integral part of your program.
 - The name of the company.
 - Your progress in your program of study.
 - Your expected completion date.
- A signed letter from the employer on letterhead stating (digital signature is accepted):
 - Begin and end date of employment.
 - Number of hours per week (20 hours max per week during the fall and spring semesters).
 - Description of your job duties (must be related to your major).
 - Name and address with zip code of the company.
 - Paid or unpaid employment.

How do you apply?

- **Submit** all documentation in **pdf format** to **oia@pratt.edu**

Do you pay taxes?

- Yes, except the Social Security tax (FICA) if you have been in the U.S for less than 5 years.

Working without authorization is ILLEGAL.

Starting to work before or continuing to work beyond the date authorized on your I-20 is also ILLEGAL. CPT CANNOT be authorized retroactively.

All documents are subject to the discretion of the OIA Advisor.

PROOF OF CREDIT/ ENROLLMENT REQUEST FORM

If you are participating in an internship for which the employer requires Proof of Credit (proving that you are enrolled in an internship course) or Proof of Enrollment (proving that you enrolled in Pratt as a student), please fill out the form below. Proof of Credit will only be provided for students registered in an internship course.

Submit the information listed in this form directly to [Mackenzie Adriance](#) in the Center for Career and Professional Development. You will receive an email confirming when the acknowledgement has been sent to the employer.

Name: _____ **Email:** _____

Student ID#: _____ **Preferred Pronouns** (she, he, they, etc.): _____

Major: _____ Undergraduate Graduate

I am requesting: Proof of Credit Letter Proof of Enrollment Letter

Are you registered for an internship class? Yes No

Course/instructor: _____

Number of credit hours for course: _____

Will you be paid for this internship experience? Yes No

Employer (Internship Site): _____

Internship Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Email: _____

Any other information as requested: _____

ACADEMIC INTERNSHIP INFORMATION BY PROGRAM

School	Course No.	Credits	Major	Level	Department Contact for Registration Approval	Internship Course Faculty
School of Liberal Arts and Sciences	CST 9400 Summer Only	0	Critical Visual Studies	UG	Josh Karant Coordinator of Critical Visual Studies jkarant@pratt.edu	
	CST 9401	1	Critical Visual Studies	UG		
	CST 9402	2	Critical Visual Studies	UG		
	CST 9403	3	Critical Visual Studies	UG		
	WR 390/330	3	Creative Writing	UG	Professor Adrian Shirk ashirk@pratt.edu	
	WR 391P/320	2	Creative Writing	UG		
	HMS 9600 Summer Only	0	HMS	UG	Professor Mendi Obadike Humanities & Media Studies mobadike@pratt.edu	
	HMS 9601	1	HMS	UG		
	HMS 9602	2	HMS	UG		
	HMS 9603	3	HMS	UG		
	HMS 9700 Summer Only	0	HMS	GR		
	HMS 9701	1	HMS	GR		
	HMS 9702	2	HMS	GR		
	HMS 9703	3	HMS	GR		

School	Course No.	Credits	Major	Level	Department Contact for Registration Approval	Internship Course Faculty
School of Design	FASD 9401	1	Fashion Design	UG	Professor Robin Mollicone rmlolico@pratt.edu	
	FASD 9402	2	Fashion Design	UG		
	FASD 9403	3	Fashion Design	UG		
	DES 9600 Summer Only	0	Communications Design/Package Design	GR	Professor David Burke Assistant Chairperson dburke@pratt.edu Steuben Hall, 4 th FL	
	DES 9601	1	Communications Design/Package Design	GR		
	DES 9602	2	Communications Design/Package Design	GR		
	DES 9603	3	Communications Design/Package Design	GR		
	COMD 9400 Summer Only	0	Communications Design (graphic, adv/art dir./illustration)	UG	Professor Megan Cash Internship Coordinator mcash237@pratt.edu	Professor Jon Weiman jweiman@pratt.edu
	COMD 9401	1	Communications Design (graphic, adv/art dir./illustration)	UG		Professor Max Shuppert mshupper@pratt.edu
	COMD 9402	2	Communications Design (graphic, adv/art dir./illustration)	UG		Professor Megan Cash (summer only) mcash237@pratt.edu
	COMD 9403	3	Communications Design (graphic, adv/art dir./illustration)	UG		
	IND 9400 Summer Only	0	Industrial Design	UG	Professor Matte Nyberg Assistant Chair mnyberg@pratt.edu	
	IND 9401	1	Industrial Design	UG		
	IND 9402	2	Industrial Design	UG		
	IND 9403	3	Industrial Design	UG		
	IND 9600 Summer Only	0	Industrial Design	GR		
	IND 9601	1	Industrial Design	GR		
	IND 9602	2	Industrial Design	GR		
	IND 9603	3	Industrial Design	GR		
	INT 9400 Summer Only	0	Interior Design	UG	Professor Mary Burke mburke@pratt.edu	
	INT 9401	1	Interior Design	UG		
INT 9402	2	Interior Design	UG			
INT 9403	3	Interior Design	UG			
INT 9600 Summer Only	0	Interior Design	GR			
INT 9601	1	Interior Design	GR			
INT 9602	2	Interior Design	GR			
INT 9603	3	Interior Design	GR			

School	Course No.	Credits	Major	Level	Department Contact for Registration Approval	Internship Course Faculty
School of Art	ASDG 9200 Summer Only	2	AOS, AAS	Associates	Laura Feng Administrative Assistant Associate Degree Programs lfeng4@pratt.edu Professor Mark O'Grady Associate Degree Programs mogrady@pratt.edu	Deb Caponera Visiting Assistant Professor dcaponer@pratt.edu
	ASGR 9202	2	AOS, AAS	Associates		
	ASGR 9212	2	AOS, AAS	Associates		
	FILM 9400 Summer Only	0	Film	UG	Eric Trenkamp Assistant to the Chairperson etrenkam@pratt.edu	
	FILM 9401	1	Film	UG		
	FILM 9402	2	Film	UG		
	FILM 9403	3	Film	UG		
	DM/ACM 9400 Summer Only	0	Design Mgmt./Arts & Cultural Mgmt	GR	Chinaedu Maduagwu Assistant to the Chair Arts & Cultural Management and Design Management cmaduagw@pratt.edu Mary McBride Chair of Arts & Cultural Management and Design Management mmcb1033@pratt.edu	Professor Chris Shrum cshrum@pratt.edu
	DM/ACM 9401	1	Design Mgmt./Arts & Cultural Mgmt	GR		
	DM/ACM 9402	2	Design Mgmt./Arts & Cultural Mgmt	GR		
	DM/ACM 9403	3	Design Mgmt./Arts & Cultural Mgmt	GR		
	DDA 9400 Summer Only	0	Digital Arts	UG	Linda Lauro-Lazin Assistant Chair llauro@pratt.edu	Professor Robert Lyons rlyons@pratt.edu
	DDA 9401	1	Digital Arts	UG		
	DDA 9402	2	Digital Arts	UG		
	DDA 9403	3	Digital Arts	UG		
	DDA 9600 Summer Only	0	Digital Arts	GR		
	DDA 9601	1	Digital Arts	GR		
	DDA 9602	2	Digital Arts	GR		
	DDA 9603	3	Digital Arts	GR		
	FA 9400 Summer Only	0	Fine Arts	UG	Nat Meade Assistant to the Chairperson nmeade@pratt.edu	Professor Langdon Graves jgrave17@pratt.edu
	FA 9401	1	Fine Arts	UG		
	FA 9402	2	Fine Arts	UG		
	FA 9403	3	Fine Arts	UG		
	FA 9600 Summer Only	0	Fine Arts	GR		
	FA 9601	1	Fine Arts	GR		
	FA 9602	2	Fine Arts	GR		
	FA 9603	3	Fine Arts	GR		
	PHOT 9400 Summer Only	0	Photography	UG	Tori Purcell Assistant Chair, Photography Department vpurcell@pratt.edu	Professor Ashley Clark aclar125@pratt.edu
	PHOT 9401	1	Photography	UG		
	PHOT 9402	2	Photography	UG		
PHOT 9403	3	Photography	UG			

	HAD 9400 Summer Only	0	History of Art & Design	UG	<p>Professor Lisa Banner lbanne34@pratt.edu</p>
	HAD 9202	2	History of Art & Design	UG	
	HAD 9403	3	History of Art & Design	UG	
	HAD 9600 Summer Only	0	History of Art & Design	GR	
	HAD 9602	2	History of Art & Design	GR	
	HAD 9603	3	History of Art & Design	GR	
	HAD 9603B	3	History of Art & Design	GR	

School	Course No.	Credits	Major	Level	Department Contact for Registration Approval	Internship Course Faculty
School of Architecture	ARCH 9400 Summer Only	0	Architecture	UG	<p>Juliet Medel Assistant Director, UG Advisement jmedel@pratt.edu</p>	<p>Professor Nick Agneta nagneta@pratt.edu</p>
	ARCH 9401	1	Architecture	UG		
	ARCH 9402	2	Architecture	UG		
	ARCH 9403	3	Architecture	UG	<p>Terilyn Stewart Assistant Director, UG Advisement tstewa11@pratt.edu</p>	
	ARCH 9600 Summer Only	0	Architecture	GR	<p>Erin Murphy Associate Manager of Admissions Graduate Architecture & Urban Design emurphy5@pratt.edu</p>	
	ARCH 9601	1	Architecture	GR		
	ARCH 9602	2	Architecture	GR		
	ARCH 9603	3	Architecture	GR		
	CM 9400 Summer Only	0	Construction Mgmt.	UG	<p>CM or FM Philip Ramus Assistant to the Chairperson cm@pratt.edu fm@pratt.edu ----- Real Estate Practice (to register for FM 970X) rep@pratt.edu</p>	
	CM 9401	1	Construction Mgmt.	UG		
	CM 9402	2	Construction Mgmt.	UG		
	CM 9403	3	Construction Mgmt.	UG		
	FM 9700 Summer Only	0	Facilities Mgmt.	GR		<p>Professor Ryan King rking4@pratt.edu</p>
	FM 9701	1	Facilities Mgmt.	GR		
	FM 9702	2	Facilities Mgmt.	GR		
	FM 9703	3	Facilities Mgmt.	GR		
	PLAN 9600 Summer Only	0	Planning & Historic Preservation	GR	<p>Sandra Hetzel Assistant to the Chairperson, Grad Center for Planning shetzel@pratt.edu</p>	<p>Professor Lacey Tauber ltauber@pratt.edu</p>
	PLAN 9601	1	Planning & Historic Preservation	GR		
	PLAN 9602	2	Planning & Historic Preservation	GR		
PLAN 9603	3	Planning & Historic Preservation	GR			

CONTACT INFORMATION

Center for Career & Professional Development

career@pratt.edu

Contact: 718- 636-3506

Office of International Affairs

oia@pratt.edu

Contact: 718- 636-3674

Myrtle Hall, 2nd Floor