# Student Academic Internship Guide.



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## Sequential Timeline.

All STUDENTS

#### **INTERNSHIP OFFER**

CCPD will provide you with resources via Handshake. Academic Department may have additional department-specific internship opportunities. Pratt will facilitate your registration once you have identified and secured an internship opportunity.

#### **CREATE AGREEMENT LETTER**

Required components for the internship agreement letter can be found in step 2.4.

The Internships' start and end dates should coincide with the academic semesters.

#### **SUBMIT AGREEMENT LETTER**

Submit your internship agreement letter to the academic department's internship coordinator. You can find the coordinator on <a href="mailto:page-16">page-16</a> of the Student Academic Internship Guide or reach out to your academic department to ask.

#### **REGISTRATION PROCESS**

The academic department's internship coordinator will review and
submit approved agreement letters to the Registrar. Please
indicate how many credits you would like (1,2,3 credits based
on contact hours, 0 credit are only available in summer).

## INTERNATIONAL STUDENTS

#### **APPLY FOR CPT**

Review the <u>CPT</u> policy and guidelines for eligibility through the Office of International Affairs (OIA).

#### **SUBMIT CPT**

After being registered for an Internship course, send the CPT form to your academic department internship coordinator for approval. Upon receiving the department CPT signatory, submit the form to the OIA (oia@pratt.edu).

#### **APPROVED CPT**

Give 5 business days for OIA to approve your CPT form. CPT must be approved before the first start day of your internship. OIA will approve CPT during weekdays only.

# Steps to an internship for academic credit.

## Step 1: Internship Orientation Video and Quizzes

- 1.1 Watch the required <u>Internship Orientation video</u> from the Center for Career & Professional Development (CCPD) before registering for an internship course.
- 1.2 Following the completion of the video, look through this Academic Internship Guide to clarify any questions you might have.
- 1.3 Complete either the international student or domestic student <u>internship quiz</u>:

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.

1.4 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.

# Steps to an internship for academic credit.

## Step 2: Secure Internship & Register

- 2.1 <u>Search for an internship</u> using the CCPD's many resources. Make an appointment with the CCPD using <u>Handshake</u>.
- 2.2 Consult your <u>academic advisor</u> 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
- 2.3 After you obtain an internship offer from a site or employer, begin working on agreement letter.
- 2.4 Before the end of the add/drop period, the Registrar requires a letter of agreement from the internship employer with the following information included:
- a) On company letterhead.
- b) Start date and end date of internship. Same start and end as <u>academic calendar.</u>
- c) Total hours to be worked.
- d) Nature of work to be performed.
- e) Signed by internship supervisor and student.
- 2.5 The agreement letter should first be sent to your academic internship coordinator for approval preferably in advance of the first day of the semester and or during the drop/add period.

Approved agreement letters will then be forwarded by your internship coordinator to the <u>Registrar</u> or Charlotte Outlaw Yorker for review and registration.

# Steps to an internship for academic credit.

## Step 3: For International Students Only

- 3.1 International students must be documented through the Office of International Affairs (OIA.) This documentation is called <u>Curricular Practical Training or CPT.</u>
- 3.2 You should not do an internship, work (part time, full time, freelance) or volunteer off-campus without CPT or OPT.
- 3.3 Academic departments may have additional eligibility requirements for students applying.

## Step 4: Begin Your Internship

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

## Q.1 What is an internship?

1.1 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:**

- a) Set and agreed upon time limitations, goals, outcomes, and expectations for both the student intern and the internship employer.
- b) A semester-long position that adheres to Pratt Institute's academic calendar and deadlines, but can vary in the number of hours required per credit.
- c) Students are responsible for researching, applying, and securing an internship placement.

## Q.2 Am I required to have an internship for academic credit? (continued next page)

- 2.1 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.
- 2.2 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.

## Q.2 Am I required to have an internship for academic credit?

- 2.3 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.
- 2.4 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.3 What are the requirements for receiving academic credit for an internship?

- 3.1 Complete the <u>Internship Orientation Process</u>: watch the Internship Orientation video and complete the corresponding quiz.
- 3.2 You must be a junior or senior, or you must obtain approval from your department Chair.
- 3.3 3.0 GPA, or approval from your department Chair.
- 3.4 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. Go to Pages 16-25 to identify your school and program to identify Internship Coordinators.

## Q.4 Do internships pay a wage or salary?

- 4.1 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.
- 4.2 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 <u>Department of Labor's Fair Labor Standards Act (FLSA)</u>. 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.5 Is an internship for academic credit an academic course? (continued next page)

- 5.1 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.
- 5.2 Pratt does not offer retroactive registration for any internship.
- 5.3 Internship courses are elective courses (typically studio elective credit) that are graded.

## Q.5 Is an internship for academic credit an academic course?

- 5.4 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.
- 5.5 Students pay standard tuition for internship course credits.
- 5.6 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.6 What is the difference between regular (1, 2, 3) internship credits and a zero-credit internship course?

- 6.1 The zero-credit course is an option available to students only during the summer term.
- 6.2 Students are required to work 80 hours during the summer semester.
- 6.3 Tuition is 30% of the cost of one academic credit.
- 6.4 O credit internships are graded Pass/Fail.

## Q.7 How do I find an internship?

- 7.1 Talk to faculty and the Chair of your department, your peers, family, and friends.
- 7.2 Conduct your own research, visit websites for companies of interest and check their career page.
- 7.3 Search internship listings on <u>Handshake</u> and check the resources and recommended search sites through an appointment with the Center for Career & Professional Development.
- 7.4 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.
- 7.5 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.8 What is/How do I find an international internship? (continued next page)

8.1 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.

## Q.8 What is/How do I find an international internship?

8.2 \*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.9 What should I look for in a 'good' internship?

9.1 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.10 I am an international student and I've found an internship. What documents do I need in order to start the CPT process?

- 10.1 Take a look at the OIA's CPT page.
- 10.2 Submit all documentation in pdf format to oia@pratt.edu

## Q.11 I am an international student. How does my CPT affect my OPT?

- 11.1 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.
- 11.2 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.12 The company I want to intern with has requested proof of credit/proof of enrollment. What is this and where can I get one?

- 12.1 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.
- 12.2 Only the Center for Career & Professional Development can provide this document.
- 12.3 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. You must provide the information found in this form on page 15.

## Q.13 I interned back home last sumer. Can I receive credit for that now?

- 13.1 No. There is no retroactive credit offered for internships completed in the past.
- 13.2 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.
- 13.3 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).

## **Proof of Credit Enrollment** Request Form.

Follow this link to fill the form below: https://forms.gle/Vk2HaSvtkvoGyRCH8

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

Name:	Email:
Student ID#:	Pronouns:
Major: Undergraduate Graduate	
l am requesting: Proof of Credit Letter Pr	oof of Enrollment Letter
Are you registered for an internship class?	s 🗖 No
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:	

## School of Liberal Arts and Sciences

Major	Level	Course No.	Credits	Department Contact Internship Course Faculty
Critical and Visual Studies	Undergrad	CST 9400 Summer Only	0	
Critical and Visual Studies	Undergrad	CST 9401	1	<b>B. Ricardo Brown, PhD</b> Professor of Social Science and Cultural Studies
Critical and Visual Studies	Undergrad	CST 9402	2	Coordinator of Critical Visual Studies bbrow993@pratt.edu
Critical and Visual Studies	Undergrad	CST 9403	3	
Creative Writing	Undergrad	WR 390/330	3	Professor <b>Adrian Shirk</b>
Creative Writing	Undergrad	WR 391P/320	2	ashirk@pratt.edu
HMS	Undergrad	HMS 9600 Summer Only	0	
HMS	Undergrad	HMS 9601	1	
HMS	Undergrad	HMS 9602	2	Gina Marchetti
HMS	Undergrad	HMS 9603	3	Chairperson of Humanities and Media Studies gmarchet@pratt.edu 718.399.4512
HMS	Graduate	HMS 9700 Summer Only	0	
HMS	Graduate	HMS 9701	1	
HMS	Graduate	HMS 9702	2	
HMS	Graduate	HMS 9703	3	

## School of Information

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
Library & Informa- tion Science	Graduate	INFO 9600 Summer only	0		<b>Quinn Lai</b> Assistant Dean
Library & Informa- tion Science	Graduate	INFO 9601	1		qlai@pratt.edu
Library & Informa- tion Science	Graduate	INFO 698	3		<b>Dr Cristina Pattuelli</b> Professor, mpattuel@pratt.edu
Museums & Digital Culture	Graduate	INFO 9600 Summer only	0		<b>Quinn Lai</b> Assistant Dean
Museums & Digital Culture	Graduate	INFO 9601	1	<b>Quinn Lai</b> Assistant Dean qlai@pratt.edu	qlai@pratt.edu
Museums & Digital Culture	Graduate	INFO 698	3		<b>Dr Cristina Pattuelli</b> Professor, mpattuel@pratt.edu
Data Analytics & Visualization	Graduate	INFO 9600 Summer Only	0		<b>Quinn Lai</b> Assistant Dean
Data Analytics & Visualization	Graduate	INFO 9601	1		qlai@pratt.edu
Data Analytics & Visualization	Graduate	INFO 698	3		<b>Dr Cristina Pattuelli</b> Professor, mpattuel@pratt.edu
Information Experience Design	Graduate	INFO 9600 Summer Only	0		<b>Quinn Lai</b> Assistant Dean
Information Experience Design	Graduate	INFO 9601	1		qlai@pratt.edu
Information Experience Design	Graduate	INFO 698	1		<b>Dr Cristina Pattuelli</b> Professor, mpattuel@pratt.edu

## School of Design

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
Fashion Design	Undergrad	FASD 9400	0	Professor <b>Robin Mollicone</b> rmollico@pratt.edu	
Fashion Design	Undergrad	FASD 9401	1		
Fashion Design	Undergrad	FASD 9402	2		
Fashion Design	Undergrad	FASD 9403	3		
Communications/ Package Design	Graduate	DES 9600 Summer Only	0	<b>David Burke</b> Assistant Chairperson  dburke@pratt.edu  Steuben Hall, 4th FL	
Communications/ Package Design	Graduate	DES 9601	1		
Communications/ Package Design	Graduate	DES 9602	2		
Communications/ Package Design	Graduate	DES 9603	3		
Comm. Design (graphic, adv/art dir./illustration)	Undergrad	COMD 9400 Summer Only	0		Professor <b>Jon Weiman</b> jweiman@pratt.edu
Comm. Design (graphic, adv/art dir./illustration)	Undergrad	COMD 9401	1	Professor <b>Megan Cash</b> Internship Coordinator	Professor <b>Max Shuppert</b> mshupper@pratt.edu
Comm. Design (graphic, adv/art dir./illustration)	Undergrad	COMD 9402	2	mcash237@pratt.edu	Professor <b>Megan Cash</b> (summer only)
Comm. Design (graphic, adv/art dir./illustration)	Undergrad	COMD 9403	3		mcash237@pratt.edu
Entrepreneurship Minor	Undergrad	ENPR 9403 Minor Only	3	Peter Ragonetti Entrepreneurship Minor Coordintator pragonet@pratt.edu	

## School of Design

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
Industrial Design	Undergrad	IND 9400 Summer Only	0		
Industrial Design	Undergrad	IND 9401	1		
Industrial Design	Undergrad	IND 9402	2		
Industrial Design	Undergrad	IND 9403	3		Nyberg ant Chair
Industrial Design	Graduate	IND 9600 Summer Only	0		@pratt.edu
Industrial Design	Graduate	IND 9601	1		
Industrial Design	Graduate	IND 9602	2		
Industrial Design	Graduate	IND 9603	3		
Interior Design	Undergrad	INT 9400 Summer Only	0		
Interior Design	Undergrad	INT 9401	1		
Interior Design	Undergrad	INT 9402	2		
Interior Design	Undergrad	INT 9403	3		Mary Burke
Interior Design	Graduate	INT 9600 Summer Only	0	mburke(	@pratt.edu
Interior Design	Graduate	INT 9601	1		
Interior Design	Graduate	INT 9602	2		
Interior Design	Graduate	INT 9603	3		

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
AOS, AAS	Associates	ASGR 9203- 01	3	<b>Laura Feng</b> Assistant to the Chair Ifeng4@pratt.edu	<b>Deb Caponera</b> Assistant Professor dcaponer@pratt.edu
Film	Undergrad	FILM 9400 Summer Only	0	Eric Trenkamp Assistant Chairperson etrenkam@pratt.edu	
Film	Undergrad	FILM 9401	1		
Film	Undergrad	FILM 9402	2		
Film	Undergrad	FILM 9403	3		
Design Mgmt./ Arts & Cultural Mgmt.	Graduate	DM/ACM 9400 Summer Only	0	Christopher Shrum  Visiting Assistant Professor cshrum@pratt.edu	
Design Mgmt./ Arts & Cultural Mgmt.	Graduate	DM/ACM 9401	1		
Design Mgmt./ Arts & Cultural Mgmt.	Graduate	DM/ACM 9402	2		
Design Mgmt./ Arts & Cultural Mgmt.	Graduate	DM/ACM 9403	3		

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
Digital Arts	Undergrad	DDA 9400 Summer Only	0		
Digital Arts	Undergrad	DDA 9401	1		
Digital Arts	Undergrad	DDA 9402	2		
Digital Arts	Undergrad	DDA 9403	3	Linda Lauro-Lazin	Professor <b>Robert Lyons</b>
Digital Arts	Graduate	DDA 9400 Summer Only	0	Assistant Chair Ilaurola@pratt.edu	rlyons@pratt.edu
Digital Arts	Graduate	DDA 9601	1		
Digital Arts	Graduate	DDA 9602	2		
Digital Arts	Graduate	DDA 9603	3		
Fine Arts	Undergrad	FA 9400 Summer Only	0	<b>Chip McCall</b> Assistant Chair, Fine Arts jmccall@pratt.edu Phone: 718.636.3634	Professor <b>Langdon Graves</b> jgrave17@pratt.edu
Fine Arts Fine	Undergrad	FA 9401	1		
Fine Arts	Undergrad	FA 9402	2		
Fine Arts	Undergrad	FA 9403	3		

Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
Graduate	FA 9600 Summer Only	0		
Graduate	FA 9601	1	<b>Mark Gens</b> MFA Coordinator	Professor <b>Langdon Graves</b>
Graduate	FA 9602	2	mgens@pratt.edu	jgrave17@pratt.edu
Graduate	FA 9603	3		
Undergrad	PHOT 9400 Summer Only	0	<b>Beth Gilbert</b> Assistant to the Chair Photography Dept. bgilbe13@pratt.edu	<b>Matthew Leifheit</b> Adjunct Associate Professor mleifhei@pratt.edu
Undergrad	PHOT 9401	1		
Undergrad	PHOT 9402	2		
Undergrad	PHOT 9403	3		
Undergrad	HAD 9400 Summer Only	0	Professor <b>Lisa Banner</b> Ibanne34@pratt.edu	
Undergrad	HAD 9202	2		
Undergrad	HAD 9203	3		
	Graduate Graduate Graduate Graduate Undergrad Undergrad Undergrad Undergrad Undergrad	Graduate FA 9600 Summer Only  Graduate FA 9601  Graduate FA 9602  Graduate FA 9603  Undergrad PHOT 9400 Summer Only  Undergrad PHOT 9401  Undergrad PHOT 9402  Undergrad PHOT 9403  Undergrad PHOT 9403  Undergrad HAD 9400 Summer Only  Undergrad HAD 9202	Graduate FA 9600 Summer Only 0  Graduate FA 9601 1  Graduate FA 9602 2  Graduate FA 9603 3  Undergrad PHOT 9400 OSummer Only 1  Undergrad PHOT 9401 1  Undergrad PHOT 9402 2  Undergrad PHOT 9403 3  Undergrad HAD 9400 Summer Only 0  Undergrad HAD 9400 Summer Only 2	Graduate FA 9600 Summer Only 0  Graduate FA 9601 1 Mark Gens MFA Coordinator mgens@pratt.edu  Graduate FA 9602 2  Graduate FA 9603 3  Undergrad PHOT 9400 Summer Only 1  Undergrad PHOT 9401 1  Undergrad PHOT 9402 2  Undergrad PHOT 9403 3  Undergrad PHOT 9403 3  Undergrad PHOT 9403 3  Undergrad PHOT 9400 9  Undergrad PHOT 9403 2  Undergrad PHOT 9403 3  Undergrad HAD 9400 Summer Only 0  Undergrad HAD 9400 Summer Only 2  Undergrad HAD 9202 2  Professor Ibanne 34

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
History of Art & Design	Graduate	HAD 9400 Summer Only	0		
History of Art & Design	Graduate	HAD 9602	2	Professor <b>Lisa Banner</b> Ibanne34@pratt.edu	
History of Art & Design	Graduate	HAD 9603	3		
History of Art & Design	Graduate	HAD 9603 B	3		

## School of Architecture

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty	
Architecture	Undergrad	ARCH 9400 Summer Only	0	<b>Juliet Medel</b> Assistant Director,		
Architecture	Undergrad	ARCH 9401	1	UG Advisement jmedel@pratt.edu	Professor <b>Nicholas Agneta</b>	
Architecture	Undergrad	ARCH 9402	2	Terilyn Stewart Assistant Director,	nagneta@pratt.edu	
Architecture	Undergrad	ARCH 9403	3	UG Advisement tstewa11@pratt.edu		
Architecture	Graduate	ARCH 9400 Summer Only	0			
Architecture	Graduate	ARCH 9601	1	Jessica Pineda-Henriquez Assistant to the Chair, Graduate Architecture &	<b>Carisima Koenig AIA</b> Director of Practice Graduate Architecture &	
Architecture	Graduate	ARCH 9602	2	Urban Design jpinedah@pratt.edu	Urban Design Visiting Assistant Professor ckoenig@pratt.edu	
Architecture	Graduate	ARCH 9603	3			
Construction Management	Undergrad	CM 9400 Summer Only	0	Hollis Richardson hrichar4@pratt.edu  Real Estate Practice (t o register for FM 970X) rep@pratt.edu	Chair <b>Audrey Schultz</b> aschul47@pratt.edu	
Construction Management	Undergrad	CM 9401	1			
Construction Management	Undergrad	CM 9402	2		Professor <b>Ryan King</b> rking4@pratt.edu	
Construction Management	Undergrad	CM 9403	3			

## School of Architecture

Major	Level	Course No.	Credits	Department Contact for Registration Approval	Internship Course Faculty
Facilities Management	Graduate	FM 9700 Summer Only	0	Hollis Richardson	Chair <b>Audrey Schultz</b>
Facilities Management	Graduate	FM 9701	1	hrichar4@pratt.edu	aschul47@pratt.edu Professor <b>Ryan King</b>
Facilities Management	Graduate	FM 9702	2		rking4@pratt.edu
Facilities Management	Graduate	FM 9703	3		
PLAN (GCPE programs)	Graduate	PLAN 9400 Summer Only	0	Sandra Hetzel Assistant to the Chairperson, Grad Center for Planning shetzel@pratt.edu	
PLAN (GCPE programs)	Graduate	PLAN 9601	1	Hollis Richardson hrichar4@pratt.edu	Professor <b>Lacey Tauber</b> Itauber@pratt.edu
PLAN (GCPE programs)	Graduate	PLAN 9602	2	Real Estate Practice (FM 9700 Summer Only,	
PLAN (GCPE programs)	Graduate	PLAN 9603	3	FM9701, FM902, FM903) rep@pratt.edu	

## 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