

Course Syllabus

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ARCHA4050: Internship Course Description (Credits: 1.5)

The internship course provides a substantive opportunity for students to practice applying their expertise and skills in a real world setting. The course allows students to work with practitioners and industry experts to explore their interests in more depth and to expand their knowledge of current environments in their fields. Additionally, internships provide students with an inside view of their industry and the chance to develop connections in their professional network. Students are able to analyze their progress through bi-weekly write-ups, which provide the opportunity for reflection on their work advancement, progress of skill development, connection to current coursework, and exposure to certain areas within their industry.

Internship Opportunities

Some opportunities will be distributed by the Career Services Officer, however it is the responsibility of the student to find and secure a position, as well as determine pay rate and working hours. All hiring will be done at employer discretion.

Internship Criteria

- Substantive (not purely administrative) and relevant to the student's field of study or professional interest, as per the guidelines mandated by the US Department of Labor.
- Paid at least the minimum wage. Full time students (Fall and Spring semesters) can work a maximum of 20 hours per week. Students (Summer semester) must be compensated for time worked over 40 hours per week.
- Located in the United States.
- Minimum of 80 hours per semester.

Registration Criteria

- Proposal must be sent to and verified by your GSAPP Internship Coordinator (Francesca Fanelli, fpf2107@columbia.edu) by last day of add/drop.
- Proposal Details Include:
 - Your name and GSAPP program:
 - Company name:
 - Supervisor name:
 - Supervisor email:
 - Brief description of work (2-5 sentences):
 - Offer letter from employer on letterhead, including hourly compensation and end/start dates

Course Requirements

- Six bi-weekly summaries (300+ words) sent to your GSAPP Internship Coordinator detailing work, progress of skills, exposure to certain areas of the industry, relation to course work, and any interesting developments or learning opportunities.
- At the end of the semester, a confirmation report from supervisor verifying the completion of 80 hours worked and that the intern performed well in the role.

CPT Information for International Students

Please review the overview of the Curricular Practical Training for F-1 Status on ISSOs website here: <https://isso.columbia.edu/content/f-1-cpt-curricular-practical-training>.

- CPT is available after completion of two semesters of graduate coursework
- Student may not start work until they receive approval from ISSO
- To apply for CPT please do the following:
 1. Obtain offer letter from your employer including the following information:
 1. Beginning and ending dates of employment (must be within academic semester)
 2. How many hours you will work weekly
 3. Description of duties in sufficient detail to clearly show them as appropriate to meeting the requirements for your degree
 4. Location of the company or organization where employment will take place
 2. Register for internship course through SSOL
 3. Email offer letter, on company letterhead, to your GSAPP Internship Coordinator for authorization
 4. Send ISSO (ISSO-opt@columbia.edu):
 1. Offer letter
 2. Completed F-1 Curricular Practical Training (CPT) Request Form

Most recent version of your I-94: <https://i94.cbp.dhs.gov/i94/#/recent-search> (Links to an external site.)