

## ARCH4050 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.

GSAPP Internship Coordinators

HP & UP: Francesca Fanelli (fpf2107@columbia.edu)

### 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.

### Internship Availability by Program

HP & UP (2nd Year Students)

Fall (no first year students)

Spring (no first year students)

Summer

\*Course can be taken a maximum of 2 semesters

### Internship Opportunities

Some opportunities will be distributed by GSAPP Internship Coordinators, 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.

### Registration Criteria

Proposal must be sent to and verified by your GSAPP Internship Coordinator 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

GSAPP Course Schedule:

### 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 Student

Please review the overview of the Curricular Practical Training for F-1 Status on ISSOs website here:  
[http://www.columbia.edu/cu/isso/visa/F-1/F-1\\_PT\\_curricular.html](http://www.columbia.edu/cu/isso/visa/F-1/F-1_PT_curricular.html)

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:
  - a. Beginning and ending dates of employment (must be within academic semester)
  - b. How many hours you will work weekly
  - c. Description of duties in sufficient detail to clearly show them as appropriate to meeting the requirements for your degree
  - d. Location of the company or organization where employment will take place
2. Register for internship course through SIS
3. Bring offer letter to your GSAPP Internship Coordinator for authorization
4. Send ISSO (isso@columbia.edu):
  - a. Offer letter
  - b. Letter from your GSAPP Internship Coordinator
  - c. Electronic I-94: <https://i94.cbp.dhs.gov/I94/consent.html>