

**PRATT INSTITUTE**

**ACADEMIC**

**INTERNSHIP**

**GUIDE**

**Center for Career &  
Professional Development**

[www.pratt.edu/career](http://www.pratt.edu/career) | [career@pratt.edu](mailto:career@pratt.edu) | 718.636.3506

# 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.) You must watch this orientation before you register for an internship course.
- Following the completion of the video, look through the 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.
  - You are required to save and print/email a copy of the page and attach it when requesting permission to enroll in an internship course from the Assistant Chair/appropriate faculty member. If you receive below an 80% on the quiz, please reach out to Mackenzie Adriance, Assistant Director of Experiential Learning at madrianc@pratt.edu.

## Step 2: Secure Internship & Register

- 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
- Obtain an internship, get department approval, and register for an internship course.
- CCPD can help you to find internships sites.
- See the Academic Internship Information by Program on pages 8-11 in this guide to find the list of people to contact in your department.

## Step 3: \*For International Students Only

- International students must be documented through the Office of International Affairs (OIA - see page 5.) 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

- Complete an Intern Agreement with your internship site supervisor to establish your goals (what you will learn/ gain from this experience.)

# FREQUENTLY ASKED INTERNSHIP QUESTIONS

## **Q. What is an internship?**

- An internship is a temporary 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.

## **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 departments have an elective internship course.
- 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?**

- Attend an Internship Orientation online or in person presented by the Center for Career & Professional Development (CCPD).
- 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—stipend, transportation reimbursement, merchandise, discounts, etc.—depending on the employer.
- Some employers offer internships as a way for students to earn academic credit.

# FAQ's

## **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 course (typically studio elective credit) that are graded.
- You will be asked to fill out three surveys during your internship experience. These will include information about your internship, your responsibilities, and what you are learning 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 difference between regular 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 ([student.prattpro.com](http://student.prattpro.com)) and check the resources and recommended search sites through the Center for Career & Professional Development.
- 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 should I look for in a 'good' internship?**

- Supervision – a professional artist or designer and/or someone with experience relevant to student's professional interest. (Supervisors work with and guide intern 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.

# FAQ's

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

- Bring these documents to OIA during CPT hours (9:30AM to 2:30PM daily, except Mondays, from 12PM – 3:00PM.) Hours are subject to change.
  - An unexpired passport (must be valid six months into the future)
  - Your current I-20
  - 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.
  - Copy of paper I-94 card or Most Recent I-94 Record.
  - CPT Department Form – completed and signed by your department (Chair/Assistant Chair/Department Internship Coordinator/Department Internship Faculty)
  - 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. 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 e-mailing a request to [career@pratt.edu](mailto:career@pratt.edu) or in person at East Bldg. 001 on the Brooklyn campus. You must provide:
  - Your full name
  - Student ID number
  - Preferred pronouns (she, he, they, etc.)
  - The name of the internship employer (company, organization, etc.)
  - Supervisor's name
  - Supervisor's Contact information (phone, email)

# FOR INTERNATIONAL STUDENTS ONLY

## Curricular Practical Training

OFF CAMPUS EMPLOYMENT for International Students in F-1 Status

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### What is Curricular Practical Training (or CPT)?

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

### What are the requirements to apply?

1. Be in good academic standing (min. 2.0 GPA for undergraduate, min. 3.0 GPA for graduate).
2. Have a job offer.
3. Be registered in an internship course for the semester you wish to have CPT.
4. Be 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?

1. An unexpired passport (must be valid 6 months into the future).
2. Current I-20.
3. Copy of your class registration for the semester for which you want CPT (must show your internship class).
4. Copy of I-94 card or record (<https://i94.cbp.dhs.gov/i94/>).
5. CPT Department Form (from OIA website for CPT: [bit.ly/prattCPT](http://bit.ly/prattCPT))
6. A signed letter from the employer on letterhead stating all of the following information:
  - Begin and end date of employment.
  - Number of hours per week (20 hours max per week during the semester).
  - 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?

- Come to the Office of International Affairs (OIA) to submit all of the above requested documents. The advisor will review your documentation and authorize your CPT on the spot if all documentation is correct.
- OIA processes CPT applications Monday through Friday from 9:30 AM – 2:30 PM, except on Tuesdays, when we process CPT applications from 11:00 AM – 2:30 PM. OIA is located on the 2<sup>nd</sup> Floor of Myrtle Hall.

### Do you pay taxes?

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

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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.

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# PROOF OF CREDIT ENROLLMENT REQUEST

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 this form to the Center for Career & Professional Development in East Bldg. 001, or email the information to [career@pratt.edu](mailto:career@pratt.edu). You will receive an e-mail confirming when the acknowledgement has been sent to the employer.

Upon request, you may stop by the Center for Career & Professional Development in East Bldg. 001 to pick up a hard copy for your records.

**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: \_\_\_\_\_

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 requested:** \_\_\_\_\_

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# ACADEMIC INTERNSHIP INFORMATION BY PROGRAM

School	Course No.	Credits	Major	Level	Department Contact for Registration Approval	Course Faculty
Liberal Arts & Sciences	CST 9400 Summer Only	0	Critical Visual Studies	UG	<p style="text-align: center;"><b>Josh Karant</b> Coordinator of Critical Visual Studies jkarant@pratt.edu</p>	
	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	<p style="text-align: center;">Professor <b>Adrian Shirk</b> ashirk@pratt.edu</p>	
	WR 391P/320	2	Creative Writing	UG		
	HMS 9600 Summer Only	0	HMS	UG	<p style="text-align: center;">Professor <b>Mendi Obadike</b> Humanities &amp; Media Studies mobadike@pratt.edu</p>	<p style="text-align: center;">Professor <b>Minh-Ha Pham</b> Humanities &amp; Media Studies mpham@pratt.edu</p>
	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	Course Faculty
Design	FASD 9401	1	Fashion Design	UG	Professor <b>Robin Mollicone</b> rmollico@pratt.edu	
	FASD 9402	2	Fashion Design	UG		
	FASD 9403	3	Fashion Design	UG		
	DES 9600 Summer Only	0	Communications Design/Package Design	GR	David Burke Assistant Chairperson dburke@pratt.edu Steuben Hall, 4 <sup>th</sup> 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	Pirco Wolfframm Assistant Chair pwolffra@pratt.edu	Professor <b>Jon Weiman</b> jweiman@pratt.edu
	COMD 9401	1	Communications Design (graphic, adv/art dir./illustration)	UG		Professor <b>Patricia Cummings</b> pcumming@pratt.edu
	COMD 9402	2	Communications Design (graphic, adv/art dir./illustration)	UG		Professor <b>Megan Cash</b> (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 <b>Judy Nysten</b> jnylen.pratt@gmail.com	
	IND 9401	1	Industrial Design	UG		
	IND 9402	2	Industrial Design	UG		
	IND 9403	3	Industrial Design	UG		
	IND 9600	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	Tania Branquinho (UG) Acting Chairperson tbranqui@pratt.edu	Professor <b>Mary Burke</b> mburke@pratt.edu (one-credit hour internships)
	INT 9401	1	Interior Design	UG		
INT 9402	2	Interior Design	UG			
INT 9403	3	Interior Design	UG	Alison Snyder (GR) Assistant Chair asnyder@pratt.edu	Professor <b>Irina Schneid</b> ischneid@pratt.edu (two/three-credit hour internships)	
INT 9600	0	Interior Design	GR			
INT 9601	1	Interior Design	GR			
INT 9602	2	Interior Design	GR			
INT 9603	3	Interior Design	GR			

# ACADEMIC INTERNSHIP INFORMATION BY PROGRAM

School	Course No.	Credits	Major	Level	Department Contact for Registration Approval	Course Faculty
Art	ASDG 9200 Summer Only	2	AOS,AAS	Associates	<b>Chandra Singh</b> Assistant to the Chairperson csingh@pratt.edu Manhattan Campus, 3rd FL	Professor <b>Mark O'Grady</b> mogrady@pratt.edu
	ASGR 9202	2	AOS,AAS	Associates		
	ASGR 9212	2	AOS,AAS	Associates		
	FILM 9400 Summer Only	0	Film	UG	<b>Eric Trenkamp</b> Assistant to the Chairperson etrenkam@pratt.edu	
	FILM 9401	1	Film	UG		
	FILM 9402	2	Film	UG		
	FILM 9403	3	Film	UG		
	DES 9600 Summer Only	0	Design Mgmt./Arts & Cultural Mgmt	GR	<b>Chinaedu Maduagwu</b> Assistant to the Chair Arts & Cultural Management and Design Management cmaduagw@pratt.edu  <b>Mary McBride</b> Chair of Arts & Cultural Management and Design Management mmcb1033@pratt.edu	Professor <b>Chris Strum</b> cshrum@pratt.edu
	DES 9601	1	Design Mgmt./Arts & Cultural Mgmt	GR		
	DES 9602	2	Design Mgmt./Arts & Cultural Mgmt	GR		
	DES 9603	3	Design Mgmt./Arts & Cultural Mgmt	GR		
	DDA 9400 Summer Only	0	Digital Arts	UG	<b>Carla Gannis</b> Assistant Chair cgannis@pratt.edu	Professor <b>Robert Lyons</b> 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	<b>Nat Meade</b> Assistant to the Chairperson nmeade@pratt.edu	Professor <b>Langdon Graves</b> 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	<b>Ashley Clark</b> Assistant to the Chairperson aclark125@pratt.edu	Professor <b>Stephanie Powell</b> spowell@pratt.edu	
PHOT 9401	1	Photography	UG			
PHOT 9402	2	Photography	UG			
PHOT 9403	3	Photography	UG			
HA 9400	0	History of Art	UG			
HA 9202	2	History of Art	UG			

HA 9403	3	History of Art	UG	Professor <b>Evan Neely</b> Assistant to the Chairperson eneely@pratt.edu
HA 9600 Summer Only	0	History of Art	GR	
HA 9602	2	History of Art	GR	
HA 9603	3	History of Art	GR	
HA 9603B	3	History of Art	GR	

School	Course No.	Credits	Major	Level	Department Contact for Registration Approval	Course Faculty
Architecture	ARCH 9400 Summer Only	0	Architecture	UG	<b>Juliet Medel</b> Assistant Director, UG Advisement jmedel@pratt.edu ----- <b>Terilyn Stewart</b> Assistant Director, UG Advisement tstewa11@pratt.edu	Professor <b>Nick Agneta</b> nagneta@pratt.edu
	ARCH 9401	1	Architecture	UG		
	ARCH 9402	2	Architecture	UG		
	ARCH 9403	3	Architecture	UG		
	ARCH 9600 Summer Only	0	Architecture	GR	<b>Erin Murphy</b> Assistant to the Chairperson emurphy5@pratt.edu	
	ARCH 9601	1	Architecture	GR		
	ARCH 9602	2	Architecture	GR		
	ARCH 9603	3	Architecture	GR		
	CM 9400 Summer Only	0	Construction Mgmt.	UG	CM or FM <b>Philip Ramus</b> Assistant to the Chairperson cm@pratt.edu fm@pratt.edu ----- Real Estate Practice (to register for FM 970X) rep@pratt.edu	CM or FM Professor <b>Audrey Schultz</b> aschul47@pratt.edu Manhattan, 4 <sup>th</sup> FL
	CM 9401	1	Construction Mgmt.	UG		
	CM 9402	2	Construction Mgmt.	UG		
	CM 9403	3	Construction Mgmt.	UG		
	FM 9700 Summer Only	1	Facilities Mgmt.	GR		
	FM 9701	2	Facilities Mgmt.	GR		
	FM 9702	3	Facilities Mgmt.	GR		
	FM 9703	1	Facilities Mgmt.	GR		
	UESM 9601	1	Environmental Systems Mgmt.	GR	<b>Sandra Hetzel</b> Assistant to the Chairperson, Grad Center for Planning shetzel@pratt.edu	Professor <b>John Shapiro</b> jshapir6@pratt.edu ----- Professor <b>Lacey Tauber</b> ltauber@pratt.edu
	UESM 9602	2	Environmental Systems Mgmt.	GR		
	UESM 9603	3	Environmental Systems Mgmt.	GR		
	PLAN 9600 Summer Only	1	Planning & Historic Preservation	GR		
PLAN 9601	2	Planning & Historic Preservation	GR			
PLAN 9602	3	Planning & Historic Preservation	GR			
PLAN 9603	1	Planning & Historic Preservation	GR			

# CONTACT INFORMATION

## **Center for Career & Professional Development**

career@pratt.edu

Contact: 718- 636-3506

East Bldg. 001

## **Office of International Affairs**

oia@pratt.edu

Contact: 718- 636-3674

Myrtle Hall, 2<sup>nd</sup> Floor