

## **INTERNSHIP FOR ACADEMIC CREDIT POLICY**

**Effective: Fall 2017**

TSA strongly encourages students to reinforce and expand their skills and knowledge through professional internship experiences during the course of their studies. These experiences are recognized in the form of academic credits. Undergraduate students may earn up to a total of six credit hours, graduate students up to 3 credit hours for internship over the course of their degree as follows:

A 3-ch TSA internship elective requires 200 hours of work (full-time or part-time) following the guidelines of the qualifying experience setting (see below). The quality and duration of the internship must be documented and verified by the student and his/her employer through **Internship Certification of Employment Form** (see attached). Completed form will be reviewed by the Director for Undergraduate Advising and Student Affairs for undergraduates, and by the Graduate Program Director for graduate students. Upon the completion and verification of the internship, a student will be registered for the course **APFC 4560 (UG)/APFC 6560 (GR)** in the semester directly following the completion of the work. A grade of Satisfactory or Unsatisfactory will be assigned based on employer evaluation and remarks (this applies to all courses/internships completed or registered for beginning Fall 2017). An undergraduate student may earn no more than six total credit hours; graduate student may earn no more than three total credit hours for Internship during his/her studies at the School of Architecture. Undergraduate students must have completed at least 2 years of full-time study in the program to be eligible to pursue an internship under this program, graduate students must have completed at least 1 year of full-time study in the program prior to eligibility.

### **Qualifying Experience Setting**

- a. Direct supervision by a licensed architect in a U.S. or Canadian jurisdiction in an organization engaged in the lawful practice of architecture.
- b. Direct supervision by an architect not registered in the United States/Canada engaged in the practice of architecture outside of the United States or Canada.
- c. Direct supervision by a landscape architect or registered engineer (practicing as a structural, civil, mechanical, fire protection, or electrical engineer in the field of building construction).
- d. Government agencies and Community-Based Design Center/Collaborative organizations with 501(c)(3) status as a charitable organization. The work must be in support of “building” or “planning” projects. The organization must have an established ongoing relationship with an architect who will exercise “direct supervision” over the work of the intern. (\*Not eligible to earn IDP credit simultaneously.)

### **NCARB/AXP on Academic Internships**

Many schools have programs where interns work in firms as part of their degree curriculum. Any internship that is integrated into an academic program, whether as a requirement or as an elective, is considered an academic internship. **If an academic internship includes employment within qualified experience setting it may earn credit for AXP while earning academic credit at the same time.** The employment must meet all the stipulations of Experience Setting A or O in order to qualify, including the eligibility, reporting, and employment requirements. See NCARB Architectural Experience Guidelines found here: <https://www.ncarb.org/sites/default/files/AXP-Guidelines.pdf>



**INTERNSHIP CERTIFICATION**

This is to certify that \_\_\_\_\_ was employed by

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ # of weeks: \_\_\_\_\_

Full-Time  Part-Time If Part-Time, please indicate number of hours per week. \_\_\_\_\_

During this period, the student was engaged in the following types of work:

- Architectural planning
- Architectural designing
- Detailing
- Client consultation
- Developing working drawings from sketches
- Tracing and copying drawings
- Lettering
- Measured drawings
- Filing drawings and records
- Specification writing
- Other \_\_\_\_\_
- Perspective drawing
- Model making (architectural)
- Site planning
- Construction crew work
- Construction supervision

The work mentioned above pertained to the following building types

- Residences
- Schools
- Shops
- Churches
- Hospitals
- Industrial
- Recreational
- Civic
- Other \_\_\_\_\_

The student's work was:  Excellent  Satisfactory  Unsatisfactory

Additional remarks concerning student's aptitude. (optional)

	Name	Signature	Date
Supervisor	_____	_____	_____
Employer	_____	_____	_____

Please submit this form to Advising and Student Affairs architecture@tulane.edu | fax 504.862.8798  
 Tulane School of Architecture | Richardson Memorial Hall, Rm 304 | 6823 St. Charles Avenue | New Orleans, LA 70118

Departmental use only: ID 

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 Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Fall  Spring 20\_\_ APFC \_\_\_\_\_ CRN \_\_\_\_\_