Internship for Academic Credit Policy
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Effective: Fall 2015

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 Associate Dean of Students for undergraduates, and by the Graduate Program Director for graduate students. Upon the completion and verification of the internship, a student must register for the course APFC 6560 in the following semester to receive academic credit. 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/IDP 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 IDP 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 Internship Development Guidelines July, 2014 for details: http://www.ncarb.org/~/media/Files/PDF/Guidelines/IDP_Guidelines.pdf
INTERNSHIP CERTIFICATION

This is to certify that Tulane student ___________________________ ___________
(Name)

was employed by _______________________________________________
(Name of Firm)

_____________________________________________
(Type of Business)

_____________________________________________
(Dates of Employment)

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

The work mentioned above pertained to the following building types:

( ) Residences                                          ( ) Churches                                          ( ) Recreational
( ) Schools                                              ( ) Hospitals                                          ( ) Civic
( ) Shops                                                ( ) Industrial                                        ( ) Other_____________________

The student’s work was: Excellent ( ) Satisfactory ( ) Unsatisfactory ( )
(please use back of this sheet for additional remarks concerning student’s aptitude.)

Work Supervised by

_____________________
(Signature)

Employer:

_____________________
(Signature)

_____________________
(Address)