HAMMONS SCHOOL OF ARCHITECTURE

Professional Internship Form

This form serves as a record of work experience under direct supervision of a registered architect, 360 hours of accumulated professional office experience, or 360 hours of approved alternate experiences. This experience qualifies as meeting one of the Engaged Learning experiences when the required “Internship Learning Contract” form is submitted prior to the internship.

Students must document the internship experience by either establishing an Internship Development Program (IDP) record or by submitting a letter certifying the experience by the supervising registered architect as well as documentation of hours worked. In addition, a list of projects and activities as noted below is needed to detail the work accomplished.

If you are an International Student and obtain your internship experience in the United States, you must also complete the CPT form (Curricular Practical Training) prior to your employment, which can be obtained from the International Student Office.

Student Name:__________________________________________________________

Name of Supervising Architect or Firm:_______________________________________

Dates of Employment:____________________________________________________

Total Accumulated Hours of Internship:_______________________________________

Which of the following provides documentation of the internship? (must select one)

- IDP Record _____ Yes, copy attached (website: www.ncarb.org, click on “IDP”)
- Letter from Supervising Registered Architect _____ Yes, copy attached

Documentation of Hours Attached? (Optional) _____ Yes _____ No

List of Projects and Activities:

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