

Internships for CED Students: FAQ's and Helpful Websites

What is an Internship? An internship is a type of on-the-job training, similar to an apprenticeship. It can be a wonderful opportunity to connect your education to the work world, giving you experience in the field as well as a network of contacts.

Internships can vary drastically – they can be paid, unpaid, or partially paid (usually in the form of a stipend). An internship can last for a few weeks, a few months, or even a year. It can be full time, or part time. It can be with a government or public agency, a non-profit, or a private company. Your internship may be work experience-based, or a research-based. Sometimes you may be able to earn unit credit, if your internship is part of a class or academic project.

Not only can an internship provide a competitive edge when you begin your job search or apply for graduate school, but it can also give you the opportunity to develop your skills and get a feel for what the profession will be like.

What is an Externship? The UC Berkeley Career Center offers short-term “externships” during winter break. These usually involve job shadowing or observing professionals at work, rather than assuming specific projects or tasks. Participating in an externship can be a great opportunity to explore a career field or see what professionals do on a typical day at work. See <https://career.berkeley.edu/Externships/Externships.stm> for more information on this program. The application deadline is in early November.

Where should I start? The UC Berkeley Career Center is a wonderful resource and great place to start. Their section on [Internships](https://career.berkeley.edu/Internships/Internships.stm) <https://career.berkeley.edu/Internships/Internships.stm> is informative and is constantly updated with new internship opportunities.

How can I find out about existing internships related to Environmental Design and other fields? There are several internship opportunities that are already set up related to Environmental Design. To find them:

- ✓ Review our extensive list of CED-related internships on the CED Undergraduate Internship Opportunities at-a-glance *handout. This handout is coming soon!*
- ✓ Explore CED's Undergraduate Advising blog for currently advertised opportunities. *The blog is under construction and will be unveiled soon!*
- ✓ Explore companies where UC Berkeley students have interned in the past, including those that participate in CED's Career Fair. You can view the directory of Career Fair participants on the Career Center website <https://career.berkeley.edu/Fairs/Fairs.stm>
- ✓ Check out CED's ARCH 108 internship class <http://arch.ced.berkeley.edu/courses/offered/sp11/arch/lowuppddiv#108>
- ✓ Log on to Callisto, the Career Center's gateway to jobs and internships. <https://career.berkeley.edu/Callisto/Callisto.stm>
- ✓ Subscribe to one or more of the Career Center's CareerMail newsletters, based on your area of interest. <https://career.berkeley.edu/MailList/MailList.asp>
- ✓ Explore the Career Center's Internship Listings site: <https://career.berkeley.edu/Internships/IntCurrent.stm>

How can I set up my own internship? Researching and developing your own internship is a fantastic way to make sure you will get everything you want out of your internship experience. The first step to creating your internship will be to ask yourself “what do I want to do?” and “where do I want to do it?” Conducting informational interviews can be a wonderful way to explore these two questions, and start building some contacts. Download the “Developing Your Own Internship” booklet provided by the Career Center for more information:

<https://career.berkeley.edu/Internships/DevelopingYourOwnInternship.pdf>

Can I get academic credit for an internship? In the College of Environmental Design, students are not able to get units for an internship alone. If your proposed internship is part of an academically-oriented project you are working on, you may qualify for supervised independent study. To arrange independent academic study that has an experiential component, you must find a faculty member who will mentor you and grade the academic work related to your internship. Regular individual meetings with faculty sponsor and a written report are required. The independent study course must be taken on a passed/not passed basis. Fall/Spring semesters only.

More information on academic credit can be found on the Career Center's website <https://career.berkeley.edu/Internships/IntAcad.stm> and in on the Experiential Learning @ UC Berkeley website <http://publicservice.berkeley.edu/experiential-learning/resources>.

We recommend that you have written agreements with both your faculty sponsor and the supervisor at your internship site outlining expectations (yours and theirs!). If your independent student class involves off-campus activities, you will need to complete a waiver, available from the department office sponsoring the course.

If your internship requires that you earn academic credit and you are not able to arrange it through UC Berkeley, you may want to check with California Community Colleges. Community colleges (e.g., Glendale Community College) often offer academic credit for internships in the form of cooperative education programs or classes in the appropriate departments. This may be an easier and more economical alternative.

You can also gain valuable experience through courses offered by UCB's American Cultures Engaged Scholarship program. These courses "engage students in community-based learning, enabling students to become more conscious of the social impact of their scholarship/academic work/profession. In doing so, the program will strengthen the campus's commitment to equity, social justice, and civic responsibility." See <http://diversity.berkeley.edu/aces> for more information.

What is the Intern Development Program (IDP)? The Intern Development Program (IDP) is a structured training program created to ensure that interns in the architecture profession gain the knowledge and skills required for the independent practice of architecture. The program is maintained by the National Council of Architectural Registration Boards and must be completed by new candidates for licensure in California. Note that currently, students cannot receive both IDP credit and course credit. For more information about IDP, see the National Council of Architectural Registration <http://www.ncarb.org/en/Experience-Through-Internships.aspx>. From this site you can download the most recent IDP guidelines, reporting procedures, and training requirements. For information about architect licensure in California, see the California Architects Board website <http://www.cab.ca.gov/>

Be Informed! The US Department of Labor released a statement in 2010 clarifying employer's and college's roles under federal law. See Chronicle of Higher Ed 4/21/10 "U.S. Labor Department Releases New Rules for 'Educational Internships'" <http://chronicle.com/article/US-Labor-Department-Releases/65197/>. At issue is that some private companies take advantage of "free labor" and exploit interns, or that employers do not want to assume liability for interns. Some employers have insisted that students receive academic credit for unpaid internships, in part to show compliance with legal standards.

UC advisers and faculty do not have the authority to sign liability-related documents on behalf of the University. If you have questions regarding legal aspects of internship commitments consult with the Division of Student Affairs' Office of Student Legal Services, 102 Sproul Hall, 642-5171 <http://students.berkeley.edu/osl/osl.asp?id=233>. Questions related to employers' request for waivers of liability should be referred to UC's Office of Risk Management, 131 University Hall, risk@berkeley.edu or 642-5141. <http://riskmanagement.berkeley.edu/>

Also see the Experiential Learning @ UC Berkeley website <http://publicservice.berkeley.edu/experiential-learning/resources>.