

## Philadelphia Center: Quick Facts

### **Academics**

- *Admissions Requirements*
- *Program Academics*
  - Internship four days (32 – 40 hours)/week, typically 4 - 8 AC credits
  - The Alma College Practicum Form must be completed by a Department Chair prior to participating in the internship. The Department Chair will outline the internship requirements and list the number of credits on the form. An on-site supervisor will also complete an area of the Practicum Form once the internship begins.
  - The Communication Department will typically award 8 credits; this is based on the internship requirements outlined by the department. Below is an example of possible internship credits in Communications Departments:  
COM 385 – 4 internship credits towards major and  
COM 386 – 4 upper level elective credits (not major)
  - Semester:
    - City Seminar, typically 4 AC credits (meets one day/week)
    - Two elective courses, typically 4 AC credits each
  - Summer:
    - Fitting-in at the Workplace seminar, typically 4 AC credits
  - Academic focus: communications, education, politics, social work, etc.
  - Cost of books included in the Activity Fee paid to program.
  - Fall Semester, Spring Semester, and Summer: All of these terms fulfill the “S” course requirement
  - Spring Semester and Summer: Fulfills “S” Spring Term course requirement if program runs through May. Student must confirm and get approval with the Registrar once the program dates are published.

### **Housing - Semester**

- At The Philadelphia Center (TPC) every student is guaranteed a place to live, and students usually live together. During the first week, students reside in a hotel until an apartment has been selected. The week’s hotel cost with four students/room is approximately \$125.
- The program assists students through the process of securing an apartment, signing the lease, setting up utilities, etc. The cost of rent varies by neighborhood, type of dwelling and number of roommates.
- Alma’s Financial Aid staff will help students learn how to receive any money they may have taken out in loans to pay for rent, utilities, transportation, meals etc.
- It is not recommended to bring your own car because of limited parking availability and expensive parking tickets.

### **Housing – Summer**

- Summer program students live in University residence halls at the University of Pennsylvania. The program subsidizes housing for participants to help defray the cost of living expenses. TPC typically rents an apartment dormitory on the campus of the University of Pennsylvania where participants live with other students in the program.

## **Finances**

In the past, the Philadelphia Center has generously offered to loan money to students to assist with expenses. Alma College does not recommend that students use any program as a financial loan resource. At the end of the internship program if the funds are still owed to the program, the program reserves the right to not release your transcript to Alma College until your account is paid in full. Discuss your financial options with Alma College's Financial Counselor in the Center for Student Opportunity.

## **Frequently Asked Questions**

*Can I leave the program early to return for an Alma College Spring Term?*

- In the event program dates overlap with Alma's Spring Term dates, the program may allow an early departure request of one week. Follow the guidelines below, and the program will inform you if additional requirements are necessary to review your request.
  - \*Request the leave from TPC at the start of the Winter Term so that alternative arrangements can be made for the final week of classes/ internship
  - \*Receive permission from the Alma College department awarding credit.
  - \*Inform Alma College's Registrar and Off-Campus Study of your plan to leave the program one week early in order to return for Spring Term

*What is the public transportation system like in Philadelphia?*

- Philadelphia has one of the largest public transportation systems in the country, complete with buses, subway system, trams and commuter trains.
- The city is easy to navigate because of the gridlock pattern of the roads.

*Do I need a physical or TB Test for my internship?*

- If working with youth or in a health type setting, a physical or TB Test may be required. Contact your program coordinator.

*Who can I contact if I have questions about the application process or general questions about the program?*

- Your first point of contact should be TPC's website ([www.tpc.edu](http://www.tpc.edu)).
- If your questions aren't answered by thoroughly checking the website, you can call the program at (215) 735-7300, or e-mail the program at [admin@tpc.edu](mailto:admin@tpc.edu)
- Off-Campus Studies staff are always available to help answer your questions.