

## FINDING INTERNSHIPS

### SELF AND CAREER ASSESSMENT

An internship experience can help you build a stronger resume and portfolio, earn more pay, make professional contacts, and see your field firsthand. Seek internships that match your creative goals. It will give you insight to determine what you want to do and don't want to do. What are your plans after graduation? What are your career goals? What skills do you want to further develop? What types of experiences will help you reach your goals? Take the time for self and career assessment beforehand—don't take the easy way out and accept any internship. Find an internship that will help you achieve your goals and help kick start your career.

### GET ORGANIZED—PREPARING TO APPLY

Before you start searching and applying for internships, there are some items to prepare. Get your resume and portfolio updated and ready for presentation. Note that most organizations will ask for your portfolio/website or to see samples of your work. Therefore it is imperative to have your portfolio updated at all times. Be prepared to write a cover letter as well (some organizations may ask for one). This will need to be tailored to the specific opportunity you are applying for (not a generic cover letter). Also do a mock interview to help you practice your interviewing skills and possible questions you may be asked.

### WHEN TO DO AN INTERNSHIP

#### FRESHMAN YEAR

First year internships are possible, and these experiences can help you open doors and explore potential opportunities in your field of interest. Academic credit is not available this year.

#### SOPHOMORE YEAR

Start researching which studios or organizations would best prepare you for your future career goals. Prior approval from your department chair is required before academic credit will be granted.

#### JUNIOR YEAR

You will be better able to apply the skills and knowledge you've gained in your classes toward an internship. Not only will you further develop your skills during your internship, but you will also expand your professional network. Academic credit is available for internships completed this year.

#### SENIOR YEAR

As you continue to build contacts in your field and grow your professional network, an internship can lead to employment, and even open other career opportunities. Academic credit is available for internships completed this year.

#### GRADUATE STUDENTS

Try to identify internships that will most advance your career opportunities, as your prior professional experience and skills give you a competitive edge in the workplace. Academic credit is available for internships completed this year (check with your program director).

## TIMING AND DEADLINES

Internships can take place during the fall or spring semesters, as well as during the summer term. Deadlines for internships vary depending on the organization, so be aware of when those deadlines are; they are usually listed in the posting. There are deadlines to register the internship for academic credit that you need to be aware of as well. The deadline to add an internship for the semester is the same day to withdraw from a course. **You must register your internship with MCAD Career Development before you start it.**

## SEARCHING FOR INTERNSHIPS

Here are steps to improve your efforts in finding, applying for, and getting internships that are right for you and your career goals.

### MEET WITH A CAREER ADVISOR

Schedule a career advising appointment and have your resume, cover letter, portfolio, and other application materials reviewed. Learn about career resources and how to use them to expand your internship hunting opportunities.

### CAREER DEVELOPMENT WEBSITE

Search for available internship opportunities on [mcardcareerdevelopment.com](http://mcardcareerdevelopment.com). Once an internship is registered, approval from the department chair is required before academic credit will be granted.

### FACULTY AND ADVISORS

Reach out to faculty members and advisors about any referrals they may have in their network. MCAD faculty are active members in the arts community and often provide referrals for potential internship opportunities.

### NETWORK

Join the “MCAD Alumni and Students” group on LinkedIn. Approach MCAD alumni as mentors, ask questions about the industry, and seek suggestions for contacts. Join professional organizations to connect with others in your field. Attend trade shows, conferences, workshops, trainings, and art events to meet with professionals directly and collect business cards and materials for future follow-up.

### RESEARCH

What other opportunities exist? Maybe you have a list of places you are interested in pursuing. Think of places that would benefit from the art and design thinking you have learned at MCAD. Find information on companies, people, and industries on LinkedIn. Don't be afraid to approach companies. Even if they are not currently looking for an intern, they might be open to hosting the right person—you never know.

## NETWORKING THROUGH PROFESSIONAL ORGANIZATIONS

### ENTREPRENEURIAL STUDIES

- Advertising Federation
- American Marketing Association, MN Chapter
- Public Relations Society of MN

### MEDIA ARTS

- American Society of Media Photographers
- Minnesota Broadcasters Association
- Minnesota Film and TV Board
- Minnesota Interactive Marketing Association

### DESIGN

- AIGA
- Minnesota Publishers Roundtable
- Minnesota Society of Children’s Book Writers and Illustrators

### FINE ART

- Minnesota State Arts Board
- Mn Artists
- Springboard for the Arts

## REGISTERING AN INTERNSHIP

Once you find an internship, you will need to register it on the Career Development website. It must be approved by the site supervisor and department chair **before** you begin. See “Internship Registration Information.”

We are here to help you, so please contact us with any questions!

Director of Career Development  
612.874.3796

Phyllis Ware  
Assistant to the Director, Internship Administrator  
612.874.3721  
[pware@mcad.edu](mailto:pware@mcad.edu)