

MCAD CAREER DEVELOPMENT OFFICE

THE DEPARTMENT

The MCAD Career Development Office guides students and alumni in integrating their academic and career interests as well as developing lifelong career management skills. The staff is available to meet one on one with undergraduate students, graduate students, and alumni to assist with career development. They provide assistance with career exploration, career skill development, the preparation of professional materials, searching for internships and employment opportunities, and networking with industry professionals and organizations.

CAREER GUIDANCE

The Career Development Office works with students and alumni to develop professional career skills and strategies including resumes and cover letter writing, interviewing skills, professionalism, networking, informational interviews, and industry specific practices. Students and alumni may schedule an appointment by emailing careers@mcad.edu.

FACULTY AND STAFF PARTNERSHIP OPPORTUNITIES

The Career Development staff is available for in-class or virtual presentations and workshops upon request. These presentations are brief and are designed to inform students of various career topics that will add complimentary value to your syllabus. Topics include: Professional Correspondence, Freelancing, Career Readiness, Interviewing, The Resume, and more.

To schedule a classroom presentation, email careers@mcad.edu.

Additionally, Career Development is happy to facilitate other learning opportunities for students, such as arranging for industry professional panel discussions, guest speakers, or field trips.

Furthermore, if a field-related job or internship opportunity comes to your attention, please contact Career Development in order to have an Employer account created with our job board.

INTERNSHIP PROGRAM

The Career Development Office also manages the MCAD Internship Program. Students gain industry experience while building upon applied skills, networking, and expanding their portfolios with experienced professionals.

While securing an internship is ultimately the responsibility of the student, Career Development is available to assist.

INTERNSHIP INFORMATION

- Transfer students must complete a minimum of one semester before they are eligible for credit-bearing internships.
- Students must declare a major prior to registering an internship.
- Undergraduates are strongly discouraged from completing their internship during

- the last semester of their senior year.
- Internships may start at any time during the calendar year.
- Students must complete the required online internship orientation **prior** to starting work at the site.
- Students must participate in a brief conversation with Career Development about their internship progress following completion of their mid progress self-evaluation.
- Credits and hours: **one internship credit = 40 hours**
 - For a three-credit internship, students must complete 120 hours
- Grading Criteria (for all majors and programs)
 - Adherence to all arrangements outlined within the initial internship submission which was approved on Handshake, including working all scheduled hours and satisfactory completion of projects.
 - Mid-Progress Self and Site Evaluations submitted via Handshake
 - Midpoint conversation with Career Development
 - Final Self and Site Evaluations submitted via Handshake
 - Updated copy of resume uploaded to Handshake for review. Whether or not edits are suggested, the requirement will be considered fulfilled.
 - Time Log reflecting dates and hours worked, as well as a brief description of the work completed during each work period. Ensure that the hours worked are recorded and totaled accurately (check your math) and that your site supervisor has reviewed, signed, and dated it. A digital signature is acceptable. Please email this to careers@mcad.edu.
 - ALL MATERIALS MUST BE SUBMITTED WITHIN TWO WEEKS OF THE FINAL DAY OF THE INTERNSHIP.
 - Program-specific grading procedures are listed below.

INTERNSHIP SITE ELIGIBILITY REQUIREMENTS

Eligible internship sites must:

- Be an established business, organization, or professional artist. For businesses and cultural organizations, this means having a business location and a demonstrated (two year minimum) history of providing products, services, or public engagement. For professional artists, being recognized as 'established' may be demonstrated by said artist displaying and/or engaging in the following professional initiatives for at least two years: maintaining a professional studio and consistently participating in grants, residencies, commissions, publications, teaching appointments, ongoing exhibitions, programs, or events.
- Provide an internship site supervisor who will guide and mentor the student in professional and ethical practices throughout the duration of the internship. The site supervisor must be an expert in the subject of the internship and possess at least two years of professional working experience in that subject, i.e., the site supervisor for a graphic design-focused internship must be a professional graphic designer/art director who has been working within that subject for two or more years.
 - A site supervisor may only supervise a maximum of two MCAD interns at a site per semester.
 - An immediate family member may not serve as an intern's site supervisor.
 - If the site supervisor is an MCAD faculty member, the student cannot be enrolled in a course taught by (or independent study sponsored by) the faculty member hosting the intern and serving as site supervisor concurrent with the internship experience; i.e. the dates of the prospective internship cannot overlap whatsoever with the dates of a class or independent study in which the student would receive a grade from the faculty member.
 - An unpaid internship with an MCAD faculty or staff member cannot be

approved, as it conflicts with the MCAD policy outlined in the Staff and Faculty Handbooks: "Employees must not have a personal interest, financial interest, or potential gain in an MCAD transaction." An unpaid internship falls into that category. If a faculty or staff member would like to host an MCAD intern, they must provide the intern with financial compensation at either an hourly or project rate.

- As peers, an MCAD student serving as a site supervisor for a fellow student who is seeking academic credit for an internship does not align with the mentor/mentee dynamic required throughout an internship. Consequently, no student enrolled at MCAD may serve as an internship site supervisor for another MCAD student at any point during a registered internship.
- Provide projects and assignments that expand on and apply knowledge and skills that students have gained in the classroom. At least 50% of the intern's tasks must be related to their field of study.
- Provide all necessary resources, facilities, equipment, and software for the internship. Internship sites are not permitted to rely upon or utilize MCAD resources, facilities, equipment, and/or technology (inclusive of software licenses).
- The internship must be conducted at a business location, on location (i.e. for a film shoot or art installation), or remotely (hybrid roles are also permitted). Internships cannot take place at a residential location.
- The site supervisor must be willing to submit two evaluations, the mid-progress and the final, and verify and sign the final time sheet.
- The site must be able to provide enough work hours for at least one academic credit (1 credit= 40 hours of work at the site).
- Internships with third parties may be paid or unpaid, but we strongly encourage employers to offer some compensation.

INTERNSHIP SPOTLIGHT

Every week within the Fall and Spring semesters, Career Development selects four internship opportunities from among the many posted on the Handshake job board and shares them via an intranet post. The opportunities selected are often the most relevant internships for a variety of majors and are paid.

FREELANCE OPPORTUNITIES

Freelance opportunities are gathered via an online form filled out by individuals seeking contractors for one-time projects, as well as via Handshake by companies and organizations. Every week during the Fall and Spring semesters, Career Development creates a posting on the intranet highlighting the most recent of these submissions.

INTERNSHIP AND EMPLOYMENT LISTINGS

Internships, employment opportunities, and Work Study positions are posted on MCAD's Handshake job board, which can be reached via a link on the Career Development intranet page or by visiting mcad.joinhandshake.com. All current students and alumni may have access to view and apply for these opportunities. New opportunities are posted frequently. Handshake also provides students and alumni the option to upload their resumes and cover letters for review and critique. The site also hosts multiple internship, employment, and career development resources. One-on-one employment and internship assistance appointments may be requested by an email to careers@mcad.edu.

CONTACT

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