

Internship FAQs

Career Development

Room M120

Appointments Available Upon Request

careers@mcad.edu

Becky Bates
Director of Career Development
bbates268@mcad.edu
612.874.3721

Sam Wencil
Senior Advisor
swencil@mcad.edu
612.874.3840

Q: I'm planning on doing an internship next semester, how do I register it on myMCAD during registration?

A: Students do not register internships themselves on myMCAD, nor do they register them prior to securing a specific internship. Once you have secured an internship and have all the required information about it (as listed on the Internship Registration handout), you submit it to Career Development for approval. Once it is approved, Career Development provides Records with the paperwork and the internship is manually added to your course list on myMCAD.

Q: I want to do one internship but split the credits between semesters. How do I do that?

A: You can't. If you want to do an internship but can't fit all the credits in one semester (i.e. you are at 18 credits, which is the max), you will actually need to register and complete two separate internships. This means one will be registered to each semester, although one may begin immediately after the other and the Learning Outcomes and Student Responsibilities may be the same (the start and end date must be different). These internships' hours may not overlap, and separate grading materials (all evaluations and time logs) must be submitted for each internship.

Q: I am planning on doing an internship over the summer. Do I need to register it now and do the dates need to overlap with the Fall semester?

A: No to both questions. You may register the internship later on, as long as it is registered prior to starting work at the site, as internships cannot be backdated and no hours worked prior to submitting the internship to Career Development can count towards the required hours. For internships worked over the summer months but registered to the following Fall semester, no overlap of dates is required. You just need to ensure that you have enough space in your Fall schedule for the credits. For example, you could complete an entire internship between June 15 and August 19 and have it count as a Fall internship as long as you have space to register the credits within your Fall schedule.

Alternatively, if you are already at 18 credits for the Fall semester, you may register it as a Summer semester internship. However, you would need to pay per credit in this case, as it would not be included within the Fall semester's tuition.

Q: What are the earliest and latest dates to register an internship for credit for each semester?

A: You can submit an internship for review and approval at any time, but if it is prior to Advising Day and you wish to register an internship for the upcoming semester, that semester will not yet appear as an option on Handshake. Please contact Career Development in these early registration situations, as a manual semester update will be required.

The very last day to register an internship for a current semester is always the last day upon which you may withdraw from a class with a notation of W, as this is the last day to make any credit changes.

Both of these dates may be found on the Academic Calendar.

Please keep in mind that, in addition to the above, internships must always be submitted to Career Development for registration prior to beginning work at the site.

One caveat is that if you are relying upon internship credits to bring you up to full-time status (which can be required depending on specific Financial Aid packages or grants), the internship must be secured and registered by the Add/Drop deadline. This date is the last day to add a class, the last day to drop a class for a refund and without a notation of W, and the date upon which financial aid is updated for students adjusting their number of credits. This date may be found on the Academic Calendar and is usually at the end of the first week of the semester or the beginning of the second week.

Q: I am planning on doing an internship in the Spring or Fall semester, does the internship need to be completed within the dates of the registered semester?

A: No- it does not need to be conducted completely within the dates of the registered semester, but there does need to be some overlap between the dates of the internship and those of the semester. It may begin before the semester to which it is registered does, and it may end after the semester does, as long as at least a few hours are worked and logged within its registered semester. Please keep in mind that the internship details must still be submitted to Career Development for approval prior to beginning work at the site, no matter how far in advance it is registered. Additionally, if your internship ends after the semester to which it is registered does, you will not receive a grade until the internship is complete and all required materials are turned in. If the internship is completed in your final semester but the last day is after commencement, you will not receive a diploma until the internship is completed and graded.

Q: I actually completed/started an internship before today, how do I register it for credit now?

A: This is not permitted. As internships may not be backdated, no hours worked prior to submitting the internship to Career Development may count as hours worked for credit. If you are still working at the site, you could submit it to Career Development now with a start date of today, and if it is approved, you may start logging hours from now on. However, any previously worked dates and hours could not be used towards the total hours required for credit.

Q: I already did an internship and fulfilled the internship requirement necessary to graduate, but I want to do another one. May I?

A: You certainly can. If you wish to register another internship for credit, submit it to Career Development just as you did for the previous one. Any credits earned by doing another internship after the requirement has been fulfilled will be listed as Studio Elective credits. On your degree audit, they will not be listed as Internship credits, so check the Studio Elective section to find them. Generally, only up to 3 additional internship credits may be used as studio electives, but in rare cases (which must be discussed with your academic chair) more may be permitted.

Alternatively, if you don't wish to register it, you may always complete an internship independently and not receive academic credit for it. More experience is certainly valuable.

Q: I really need to do an internship but I don't know where to begin! What can I do?

A: Schedule an appointment with Career Development by emailing careers@mcad.edu. A staff

member will discuss with you what you are looking for, assist you with your resume, and help you locate/identify opportunities which may be of interest.

