# INTERNSHIP INFORMATION

Internships are academic learning experiences where students work under the mentorship of an experienced professional. They give students the opportunity to learn about a career interest and gain valuable knowledge and experience in a particular field. While working on site, students apply their knowledge to professional projects while learning about the industry, enhancing their skills, networking, building their portfolio, and increasing employability. Career Development facilitates the registration process by which students earn academic credit for internships.

## INTERNSHIP SITE CRITERIA

Eligible internship sites must:

- Be an established business/organization.
- Provide an internship site supervisor who will guide and mentor the student in professional and ethical practices throughout the duration of the 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 necessary equipment for the internship. Internship sites may not rely on MCAD facilities and/or technology.
- Internships may be paid or unpaid, but we strongly encourage employers to offer some compensation.

## ACADEMIC REQUIREMENTS

- Transfer students must complete a minimum of one semester before they are eligible for credit-bearing internships.
- 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.
- 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 on the internship Learning Contract, including working all scheduled hours and satisfactory completion of projects
    - Mid-Progress Self and Site Evaluations submitted
    - Final Self and Site Evaluations submitted
    - Updated copy of resume (uploaded to Career Development website)
    - Time Log with total hours completed
    - Program-specific grading procedures are listed below.

**Bachelor of Fine Arts**

- BFA students are required to complete three internship credits for their degree. The maximum number of internship credits allowed per BFA student is six. Additional internship credits fulfill studio elective requirements. To register for more than six

credits, students must seek prior approval from their department chair. BFA students are eligible to intern after completion of Professional Practice. Internships prior to that require the approval of the department chair.

- Grading: pass or fail
    - o A passing grade will not impact a student's GPA, but a fail grade will.

**Bachelor of Science (Entrepreneurial Studies)**

- Bachelor of science students are required to complete two three-credit internships (6 total credits). They may take up to four three-credit internships, but only two presentations are required. BSc students may begin interning after completion of their first year.
- A peer presentation in the AE Town Hall is also required. This presentation will occur in the semester following the semester in which the internship occurred. Students should contact the program director to set this up.
- Grading: letter grade (A-F), as graded by the program director. Grades are based upon the site and self-evaluations and the presentation.

## HOW TO REGISTER AN INTERNSHIP

- Students register their internships on the Career Development website (www.mcadcareerdevelopment.com)
    - o Specific instructions and information can be found in the "Internship Registration" handout.
- **Students must register their internship on the Career Development website before starting the internship. Internships will not be back-dated and hours worked prior to submission will not count.**
- When registering the internship, students will be asked which semester to apply the credits to (fall, spring, or summer). There must be an overlap of hours completed within the semester that the internship credits are applied to (i.e. if internship credits are to be applied to the spring semester, then there must be at least some hours completed within that semester). The only exception to this is for summer internships. If a student will be doing an internship during the summer term, those credits may be applied to the following fall semester.
- Internship Placeholders: Students may register for an "internship placeholder," which is essentially a placeholder of credits, **for the Fall semester only**. This placeholder turns into actual credits once a student registers their internship on the Career Development website. Students may register for an "internship placeholder" between the April Advising Day and July 1st. On July 1st, Records will drop the "internship placeholder" and the credits from that point forward are actual registered courses only. There are no "internship placeholders" for Spring or Summer semesters.
    - o Students should not register for a course as a placeholder and expect to be able to drop it in favor of an internship once Add/Drop has passed.
    - o If a student tries to drop a course after Add/Drop, it counts as a withdrawal. Therefore, it is imperative to plan ahead and get an internship lined up and registered well ahead of the Add/Drop deadline.

**Internship Contracts must be approved before they can be processed by Records and Financial Aid (not just submitted).**

- o If a student's financial aid requires a student to be enrolled for a specific number of credits, failure to submit the paperwork by the end of the Add/Drop period may result in losing financial aid. For complete information, contact the MCAD Financial Aid Office.

- **The deadline to add an internship for the semester is the same day to withdraw from a course.** Students must be aware of their total number of credits, as they may not go over 18 total credits for a semester without prior approval from their department chair. If an internship is registered after this deadline, the credits can be applied to the next immediate semester; however, the student must complete internship hours within that semester.
    - o If an internship is registered but the student does not show up, then it may be canceled. Please note, however, that financial aid may be recalled because the credits were never actually attempted.
    - o **Failure to complete an internship without formally withdrawing from it will result in an "F" letter grade, which will impact the student's GPA.**
- Juniors and seniors: it is imperative to plan ahead and get an internship lined up and registered before your last semester. Failure to do so could affect timely graduation and financial aid.

## REVIEW AND APPROVAL PROCESS

- Once an internship is submitted on the Career Development website, it will be sent electronically to the site supervisor and department chair for review and approval. If an internship is not approved, the department chair will add comments as to why and Career Development will inform and work with the student to resolve the issue. **Internships must be submitted prior to beginning work at the site.**
- Following approval by the site supervisor, department chair, and Career Development, the internship will be filed with Records and the credits will be added to the student's course load. Career Development will then send an email including a time log template and links to all required evaluations.

## STUDENT'S RESPONSIBILITY DURING THE INTERNSHIP

- Follow through on the Learning Contract established between the student and the internship site supervisor.
- Demonstrate the highest level of professionalism, which includes regular and on-time attendance, communicating effectively with the site supervisor about any issues, and following the policies and procedures of the organization.
- Maintain an up-to-date Time Log.
- Promptly complete the Mid-Progress and Final Self Evaluations
    - o Students are required to complete a Mid-Progress Self Evaluation and a Final Self Evaluation regarding their internship experience. These evaluations are used to assess the educational value of the internship and to track learning outcomes. Upon internship approval and

registration, students will receive all evaluation links, including those to send to site supervisors. It is the student's responsibility to ensure that all evaluations are submitted during and after the internship. Failure to do so may result in a failing grade for the internship. Students will receive a copy of their supervisor's final evaluation.

- Inform Career Development immediately if there are any changes to your internship (end date, contact information, credits requested, etc.). Please email careers@mcad.edu.
- Seek out assistance from the site supervisor and/or Career Development should any issues arise.
- Treat the experience as a professional learning opportunity. This is a wonderful opportunity to gain experience, further your skills, learn new ones, and network for future opportunities!

## PAYMENT OF INTERNSHIPS: PART-TIME STUDENTS AND SUMMER INTERNSHIPS

- Part-time students and anyone completing an internship over the summer must pay for internship credits before they will be registered. Payment can be through the MCAD Business Office.

## INSURANCE COVERAGE

- The college requires all students to have some form of health insurance.

## QUESTIONS AND ADDITIONAL RESOURCES

- If you have any questions about the internship process or need assistance in finding an internship, please don't hesitate to contact Career Development. We are here to help you! We can assist you with your internship search. Call us at (612) 874-3721 or email us at careers@mcad.edu.