

**MINNEAPOLIS
COLLEGE of ART and DESIGN**

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. The site supervisor must be an expert in the subject of the internship, i.e., the site supervisor for a graphic design-focused internship must be a professional graphic designer/art director. 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.
- 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.
- 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 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.
- 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. Ensure the hours are totaled and your site supervisor has reviewed and signed 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.

Bachelor of Fine Arts (excluding Product Design)

- Internships are optional for BFA students, excluding Product Design majors. 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.
- Grading: pass or fail
 - A passing grade will not impact a student's GPA, but a failing grade will.

Bachelor of Fine Arts (Product Design)

- One three-credit internship is required for Product Design majors. 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.
- Grading: pass or fail
 - A passing grade will not impact a student's GPA, but a failing grade will.

Bachelor of Science (Creative Entrepreneurship)

- Creative Entrepreneurship students are required to complete two three-credit internships (six total credits). They may take up to four three-credit internships. BS students may begin interning after completion of their first year.
- Grading: pass or fail
 - A passing grade will not impact a student's GPA, but a failing grade will.

INTERNSHIP REGISTRATION OR WITHDRAWAL

- Students submit their internships for approval on the Career Development platform, Handshake.
 - Specific instructions and information can be found in the "Internship Registration" handout.
- **Students must submit their internship on Handshake before starting the internship. Internships will not be back-dated and hours worked prior to submission and approval will not count. The required online internship orientation must also be completed prior to work beginning.**
- 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 with no overlap with fall dates.

- 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. **Internships must be APPROVED before they can be processed by Records and Financial Aid (not just submitted).**
 - 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.
 - 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.
 - **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 via Handshake, 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 and approved prior to beginning work at the site.**
- Following approval by the site supervisor and department chair, 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 informing the student of the approval and their responsibilities throughout the internship.
- In addition to the approval notification email, Career Development will also send an email to the student containing instructions on how to self-enroll in the required online internship orientation, which is completed on Canvas. **This orientation must be completed prior to beginning work at the internship site.**

STUDENT RESPONSIBILITIES DURING THE INTERNSHIP

- Follow through on the duties/responsibilities established between the student and the internship site supervisor on the initial internship submission.
- 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
 - Students are required to complete a Mid-Progress Self Evaluation and a Final Self Evaluation regarding their internship experience. These evaluations are sent via emails from Handshake and are used to assess the educational value of the internship and to track learning outcomes. Site supervisors will receive their evaluations digitally via Handshake emails sent by Career Development. However, it is the student's responsibility to ensure that all evaluations are submitted during and after the internship in accordance with stated deadlines. Failure to do so will result in a failing grade for the internship. Students will receive a copy of their supervisor's final evaluation.
- You must ensure that all required materials, including both of your site supervisor's evaluations, are submitted to Career Development **WITHIN TWO WEEKS OF THE FINAL DAY OF THE INTERNSHIP** (Example: The internship's end date is Tuesday, April 2nd. The deadline by which all materials must be submitted would be Tuesday, April 16th).
- Conduct a brief conversation with Career Development staff following the completion of your mid progress self-evaluation in order to ensure your internship experience is meeting the learning outcomes you outlined within your internship submission on Handshake. Once you complete the evaluation within Handshake, Career Development will contact you via email to schedule a meeting, which will take between 15-30 minutes. During this touch-base discussion, Career Development will ask you a few questions to ensure your internship is progressing adequately. It is also an opportunity for you to ask Career Development any questions you may have regarding your internship. This conversation is a requirement for completion of your internship.
- 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!

GRADING POLICIES (ALL MAJORS AND PROGRAMS)

Internships are registered as for-credit courses, and thus all course grading policies are enforced.

- You must track your work time and work dates accurately, and you must work the required number of hours for the number of credits requested in order to receive a Pass.
 - One internship credit = 40 hours
 - For a three-credit internship, students must complete 120 hours
 - For a six-credit internship, students must complete 240 hours
- You must adhere to the approved start and end dates established upon the internship's registration via Handshake. Failure to complete all the required hours by the end date on file will result in a FAIL.
- An end date extension may be requested in writing prior to the end date on file under extenuating circumstances, such as a lack of work available at the internship site, but corroborating materials must be provided to Career Development in order for the

- extension to be approved.
- You must ensure all of the following required materials are submitted **WITHIN TWO WEEKS OF THE FINAL DAY OF THE INTERNSHIP** (Example: The internship's end date is Tuesday, April 2nd. The deadline by which all materials must be submitted would be Tuesday, April 16th):
 - **Mid-Progress Site Eval** (sent to the supervisor by Career Development via an email from Handshake)
 - **Mid-Progress Self Eval** (sent to you by Career Development via an email from Handshake)
 - **Midpoint Conversation** with Career Development (scheduled following completion of your mid-progress self eval)
 - **Final Site Eval** (sent to the supervisor by Career Development via an email from Handshake)
 - **Final Self Eval** (sent to you by Career Development via an email from Handshake. **This evaluation includes a 500 word reflective essay, so plan ahead to allow yourself enough time to complete this portion.**)
 - **Final Time Log** (ensure the hours are totaled and the site supervisor has reviewed and signed it. A digital signature is acceptable. This must be emailed to careers@mcad.edu)
 - **Resume** (uploaded to Handshake for review. Whether or not edits are suggested, the requirement will be considered fulfilled)
- If your internship was approved by your academic chair with an end date which occurs after the end of the semester to which the internship is registered OR the circumstances for incompleteness are those beyond your control (supported by corroborating documentation), you may be issued an Incomplete (I) grade. In the former situation, the Incomplete will be issued automatically and will change to a Pass once all materials are submitted (within two weeks of the internship's final day).
- Incomplete internships must be rectified (completed and graded) within 5 weeks into the following semester; exceptions can be made in extenuating circumstances; you must contact Career Development prior to the Incomplete deadline in order to request such a consideration.
- If you are terminated from your internship for cause (ex.: performance and/or attendance issues), the grade will be a FAIL.
- Non-attendance of a registered internship will result in a FAIL.
- Ceasing work at an internship without formally withdrawing will result in a FAIL.
- Failing to submit all required materials within two weeks following the final day of the internship will result in a FAIL (Please note that the Incomplete deadline supersedes the two-week internship material submission deadline; if the Incomplete deadline falls prior to an Incomplete internship's two-week deadline, the student must submit all materials by the earlier Incomplete deadline.)
- All standard policies surrounding grade appeals (such as the statute of limitations on grade change and the procedure for requesting an appeal) apply to internships.

GRADING POLICY SCENARIO EXAMPLES

END DATE WITHIN THE SAME SEMESTER (No Incomplete Issued)

A student registers a Fall 2023 semester internship with a start date of 8/20/2023 and an end date of 12/4/2023. Starting on 8/20/23, the student begins tracking all hours worked. On the median date, they ensure both their own and their site supervisor's evaluations are submitted. By 12/9/23, both final evaluations have been submitted, they have uploaded their resume to Handshake, and have emailed their signed time log to Career Development.

This grade would be a Pass

END DATE WITHIN THE SAME SEMESTER (No Incomplete Issued)

A student registers a Fall 2023 semester internship with a start date of 8/6/2023 and an end date of 12/7/2023. Starting on 8/6/23, the student begins tracking all hours worked. On the median date, they ensure both their own and their site supervisor's evaluations are submitted. However, following the final day of the internship, they do not submit all of their materials within two weeks (before the end of the day on 12/21/2023).

Because all materials were not submitted within the two-week deadline, this would become a Fail.

END DATE BEYOND THE LAST DAY OF THE SEMESTER (Incomplete Issued)

A student registers a Fall 2023 semester internship with a start date of 10/15/2023 and an end date of 12/20/23 (which is past the last day of the Fall 2023 semester). The internship is approved with this extended end date. The student tracks their hours and ensures the mid progress evaluations are submitted in a timely fashion. On the last day of the Fall 2023 semester, this internship temporarily becomes an Incomplete (I). The student ensures all final evaluations, their time log, and their resume are submitted on or before 1/03/24.

The Incomplete (I) becomes a Pass.

END DATE BEYOND THE LAST DAY OF THE SEMESTER (Incomplete Issued)

A student registers a Fall 2023 semester internship with a start date of 10/15/2023 and an end date of 12/20/23 (which is past the last day of the Fall 2023 semester). The internship is approved with this extended end date. The student tracks their hours and ensures the mid progress evaluations are submitted in a timely fashion. On the last day of the Fall 2023 semester, this internship becomes an Incomplete (I). The end date (12/20/23) comes and goes, and the final materials are not submitted by the end of the day on 1/03/2024.

The Incomplete becomes a Fail. The student may appeal this grade in accordance with the standard policies outlined in the Student Handbook.

PAYMENT OF INTERNSHIPS: PART-TIME STUDENTS AND SUMMER INTERNSHIPS

- Part-time students and anyone completing an internship registered to the Summer semester must pay for internship credits before they will be registered. Payment can be made 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.