INTERNSHIP REGISTRATION

ALL INTERNSHIPS MUST BE SUBMITTED BEFORE BEGINNING!

The internship Learning Contract details student responsibilities, internship dates, credits requested, and each party's contact information. The Learning Objectives validate the academic significance of the experience. To register an internship for credit, you must complete the internship Learning Contract online. See the back of this page for a list of information needed to complete this form.

REGISTRATION STEPS

1) Login at mcadcareerdevelopment.com. If you do not already have an account, you will need to create one. Please be aware that your account's activation may be delayed while your student status is verified with Records.
2) Click on "Go to Dashboard"
3) On the bottom right of your dashboard is Internship Information. Click on "Add Internship."
4) Select the Semester that you are requesting credits for. At least a few days of the internship must occur within the semester to which you wish to apply the credits (except for summer internships, which may be added to fall without an overlap of dates).
5) Click on "Add New Job"
6) Enter your internship's organization name. Click "Find."

   A) If the organization shows up on a list, select the dot on the right. Click on "Select/Continue."
      1. If your contact is listed, select the dot on the right and Select Continue.
      2. Answer if this is your site supervisor.
      3. Fill out form.

   B) If the organization has no matching entries, select "Not Found – Skip."
      1. Click on "Not found – Skip"
      2. Fill out form.

7) Click SAVE at the bottom of the page.

Once the internship Learning Contract has been submitted, it will be sent for approval to the following parties: site supervisor, department chair or program director, and Career Development. When approved, Career Development will register the internship with the MCAD Records Office. Students will receive an email notification that the internship has been approved. This email includes instructions for keeping a time log, submitting all required evaluations, and uploading a resume. If an internship has been declined, students will be notified with further information.

INTERNSHIPS CANNOT BE BACKDATED: Hours accumulate only after the completed internship Learning Contract has been submitted. All internships must be submitted before they begin.

GRADING
   • BFA internships are graded on a pass/fail basis determined by the student's adherence to arrangements outlined on the internship Learning Contract, including satisfactory completion of projects, working all scheduled hours, timely completion of Mid-Progress Site and Student Evaluations/Final Site and Student Evaluations, and submission of the time log and updated resume.
   • BSc internships are graded (A–F) by the program director, based on all of the above information and a peer presentation. Students should contact the program director to set up their presentations.
   • Failure to complete an internship without formally withdrawing from it will result in an "F," which will impact GPA.

INFORMATION NEEDED FOR INTERNSHIP LEARNING CONTRACT

It will be helpful to review this list with your internship site supervisor prior to registering online. Please note that the system will time out after a set period. Please have all your data backed up elsewhere, especially the Student Responsibilities and Learning Objectives.

- Registration Semester/Dates/Credits
    - Registration semester
    - Contact name
    - Intern job title
    - Start date
    - End date
    - Number of credits requested
    - Estimated hours (1 credit= 40 hours)
    - Notes (Any pertinent info should go here. For example, if your hours will not be on a set schedule or will fluctuate, etc.).

- Internship Site and Supervisor Information
    - Organization name
    - Organization address
    - Organization industry
    - Site Supervisor name
    - Site Supervisor phone
    - Site Supervisor email

- Student Information: You will need a completed and activated account before you can access the registration page. When registering your internship, you will also need the following:
    - Major
    - Faculty Advisor
    - Completed Professional Practice: Yes/No

STUDENT RESPONSIBILITIES AND LEARNING OBJECTIVES

This is the most important part of the contract where you need to explain why your internship merits academic credits. Internships without sufficient information on both sections will NOT BE APPROVED.

- Student Responsibilities
    - Describe your internship tasks and responsibilities in bullet points.
        For example:
        - Stretch canvases
        - Write HTML code
        - Create illustrations
        - Design websites
    - Describe the technical skills you will use in bullet points.
- Learning Objectives (Expected length ~300 words)
    - Provide a detailed description of how this experience contributes to your academic course of study and your personal learning goals. These objectives should show that the amount of learning that will take place is equal to that of a class for the same number of credits.
    - How will this internship help you reach your academic and career goals? What new skills do you hope to learn? How will this experience expand your knowledge of the industry and professional work environments?
- Questions
    - For further assistance, contact the Career Development office at 612.874.3721 or careers@mcad.edu.