INTERNSHIP REGISTRATION

ALL INTERNSHIPS MUST BE REGISTERED AND APPROVED <u>BEFORE</u> BEGINNING!

To register an internship for credit, you must complete the internship Learning Contract on Handshake in its entirety. The internship Learning Contract consists of the details you submit, which include responsibilities, learning objectives, internship dates, credits requested, and each party's contact information. The responsibilities and learning objectives validate the academic significance of the experience. See the back of this page for a list of information needed to complete this online form.

REGISTRATION STEPS

1) Log in at https://mcad.joinhandshake.com/ with your MCAD login credentials.
2) Click on "Career Center" in the top right corner.
3) Select "Experiences" in the dropdown menu that appears.
4) On the top right of your screen is Experiences and Request an Experience. Click on "Request an Experience".
5) For "Experience Type", select your major from the dropdown menu. Majors are included in the parentheses following the department names.
6) Select the semester that you are requesting credits for. At least a few days of the internship must occur within the dates of the semester to which you wish to apply the credits (except for summer internships requested for fall credit, which may be completed entirely during the summer without an overlap into the dates of the following fall semester.)
7) Under "Employer", search for your internship organization's name. The only required field in this section is "Employer", which is the name of the organization/internship site. The following fields are optional and may auto-fill if the site is already in Handshake: "Location", "Industry", "Employer Phone Number", "Employer Email Address".
8) Under "Job" fill in your job title during the internship. If you do not have a specific job title, write "Intern".
9) Skip "Department".
10) Under "Date" fill in your accurate internship start and end dates. Keep in mind that internships may not be backdated, so the start date must be in the future.
11) Under "Job Title" you MUST select "Internship".
12) Skip "Employment Type". Skip "Salary". Skip "Offer Date". Skip "Offer Accepted".
13) Checking the box for "Add experience to profile?" is optional. If it is checked, this internship's listing will be displayed on your profile and may be viewed by employers.
14) Under "Approvers" and then under "Site Supervisor", provide the ACCURATE (double check!) email address for your Site Supervisor in the "Email Address" section. This is where the approval request will be sent.
15) Under "General", there is a section titled "Internship Details". Fill out every field marked with an asterisk (*). Some of these fields, such as dates and contact info, are repeats of prior fields. The Student Responsibilities and Learning Objective sections must be fully filled out. Provide a list of tasks for which you will be responsible during the internship for the former, and then explain why (~300 words) performing those tasks will further your education for the latter.
16) Click REQUEST EXPERIENCE at the bottom of the page.

Career Development staff will review your submission to ensure the basic requirements are met and all the submitted information is accurate. If all is in order, the approval process will be initiated. Your site supervisor will be sent an email by the Handshake system requesting their approval of the internship. Once that is given, your program chair's approval will be requested. **Once both approvals have been received, Career Development will inform you that your internship has been approved via email. This message will include all the information you will need for the duration of your internship. After receiving this message, your internship will be registered with Records and will be viewable on myMCAD. You will also receive an email inviting you to self-enroll in the required Online Internship Orientation, which must be completed prior to**

---

logging internship hours at the site. This orientation counts for one hour towards the hour requirement. If an internship has been declined, students will be notified with further information.

INTERNSHIPS CANNOT BE BACKDATED: Internship hours accumulate only after the completed internship Learning Contract has been submitted and approved and the required Online Internship Orientation has been completed. All internships must be submitted to Career Development for approval 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.
- BS internships are graded (A–F) by the program chair, based on all of the above information and a peer presentation. Students should contact the program chair 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.

- Term/Dates/Credits
    - Term (semester to which the credits will be registered)
    - Estimated hours (1 credit= 40 hours)
    - Number of credits requested
    - Site Supervisor name
    - Internship job title
    - Start date
    - End date
- Internship Site and Supervisor Information
    - Organization name
    - Organization address
    - Organization industry (optional)
    - Site Supervisor name
    - Site Supervisor phone
    - Site Supervisor email
- Student Information: You will use your existing Handshake account to access the registration form. When registering your internship, you will also need the following:
    - Major
    - Academic Advisor

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.

- o 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?
  - o Contact the Career Development office at 612.874.3721 or careers@mcad.edu