

## MCAD CAREER DEVELOPMENT OFFICE

### THE DEPARTMENT

The MCAD Career Development Office guides students and alumni in integrating their academic and career interests as well as developing lifelong career management skills. The staff is available to meet one on one with undergraduate students, graduate students, and alumni to assist with career development. They provide assistance with career exploration, career skill development, the preparation of professional materials, searching for internships and employment opportunities, and networking with industry professionals and organizations. Additionally, they host the annual MCAD Internship Fair and the Emerging Talent Showcase.

### CAREER GUIDANCE

The Career Development Office works with students and alumni to develop professional career skills and strategies including resumes and cover letter writing, interviewing skills, professionalism, networking, informational interviews, and industry specific practices. Feel free to stop by the Career Development Office or schedule an appointment by calling 612.874.3796 or by emailing [careers@mcad.edu](mailto:careers@mcad.edu).

### INTERNSHIP PROGRAM

The Career Development Office also manages the MCAD Internship Program. Students gain industry experience while building upon applied skills, networking, and expanding their portfolios with experienced professionals. All undergraduate students are required to successfully complete internship credits as part of their academic program.

While securing an internship is ultimately the responsibility of the student, Career Development is available to assist.

### INTERNSHIP INFORMATION

- Students must declare a major before being eligible to complete an internship for credit unless prior approval is granted by Academic Affairs.
- Internships must be registered with Career Development prior to beginning. They will not be backdated.
- Students may request up to six credits per internship.
- Internships may begin at any time during the calendar year, but students must adhere to credit load limits, add/drop dates, and financial aid credit requirements when registering an internship.
- Credits and hours: one internship credit = 40 hours of work
  - For a three-credit internship, students must complete 120 hours of work.
- Required materials for grading (for all majors and programs):
  - Adherence to all criteria outlined on the internship Learning Contract, including working all scheduled hours and satisfactory completion of projects
  - Mid-Progress Self Evaluation
  - Mid-Progress Site Evaluation
  - Final Self Evaluation
  - Final Site Evaluation
  - Updated copy of resume (uploaded to Career Development website)
  - Time Log with total hours completed

## INTERNSHIP AND EMPLOYMENT LISTINGS

Opportunities for internships, full time and part time employment, and work studies are posted on [mcadcareerdevelopment.com](http://mcadcareerdevelopment.com). All current students and alumni have access to view and apply for these opportunities. New opportunities are posted frequently. The Career Development site also offers links to internship and employment resources, career development resources, and the option to submit your resume for critique and review. Students and/or alumni are welcome to register with Career Development for one-on-one employment assistance.

## CONTACT

Becky Bates  
Director of Career Development  
[bbates268@mcad.edu](mailto:bbates268@mcad.edu)  
612.874.3796

Sam Wencil  
Career Development Advisor  
[swencil@mcad.edu](mailto:swencil@mcad.edu)  
612.874.3840