

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.

FACULTY AND STAFF PARTNERSHIP OPPORTUNITIES

The Career Development staff is available for in-class presentations and workshops upon request. These presentations are all under 15 minutes and are designed to inform students of various career topics that will add complimentary value to your syllabus. Topics include: Professional Correspondence, Freelance Guide, Roadmap to Success, Elevator Speeches, The Resume, and more.

To schedule a classroom presentation, please follow these steps:

1. Go to [Career Development's intranet page](#).
2. Under **Resources**, click on [Career Development Presentation Request](#).
3. Fill out the webform and hit submit.

Additionally, Career Development is happy to facilitate other learning opportunities for students, such as arranging for industry professional panel discussions, guest speakers, or field trips.

Furthermore, if a field-related job or internship opportunity comes to your attention, please contact Career Development in order to have an Employer account created with our job board.

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. Students do this

online, following instructions available on the MCAD Career Development Intranet page. 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 SPOTLIGHT

Each Monday within the Fall and Spring semesters, Career Development selects four internship opportunities from among the many posted on the Handshake job board and shares them through an email blast to all students, faculty, and staff. The opportunities selected are often the most relevant internships for a variety of majors, and are usually paid.

FREELANCE OPPORTUNITIES

Freelance opportunities are gathered via an online form filled out by individuals seeking contractors for one-time projects. Every week during the Fall and Spring semesters, Career Development sends out an email highlighting the most recent of these submissions.

INTERNSHIP AND EMPLOYMENT LISTINGS

Internships, employment opportunities, and Work Study positions are posted on MCAD's Handshake job board, which can be reached via a link on mcadcareerdevelopment.com or by visiting mcad.joinhandshake.com. All current students and alumni may have access to view and apply for these opportunities. New opportunities are posted frequently. Handshake also provides students and alumni the option to upload their resumes and cover letters for review and critique. One-on-one employment and internship assistance appointments may be requested directly via the Handshake platform. The site also hosts multiple internship, employment, and career development resources.

CONTACT

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