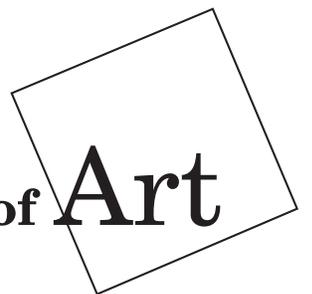


# **Employer's Guide** to INTERNSHIPS

Maine College of **Art**



## PROGRAM OVERVIEW

- + The employer must have a supervisor on site who is proficient in the internship goals.
- + A three-credit internship is 135 hours of work over 15 weeks of a semester, approximately 9 hours per week.

Fall Semester: September 1 – December 15	Post by July 1
Spring Semester: January 15 – April 30	Post by November 15
Summer Semester: May 15 – August 15	Post by April 1

Internships are credit bearing employment opportunities which students can undertake to fulfill studio or academic elective requirements. A number of internships are available in both studio and art administration areas where students gain professional, hands-on experience by working in business, museum, gallery, or studio environments. Students also are invited to develop their own internships.

### Internship Activities

The College's expectation is that internship activities will be directly related to and contribute to the student's professional artistic development. The student is responsible for outlining in the Internship Proposal the relevance of the experience and what will be learned.

### Internship Requirements

Students are eligible for internships in their junior or/and senior year with an overall 2.0 GPA. The maximum amount of credits a student can earn through internships is 6 credits. Exceptions will be considered by the Vice President of Academic Affairs.

### Credits

Internships bear one, two, or three credits applied to studio or academic elective requirements. We highly encourage three credit internships. Each credit equals 3 hours of work per week for 15 weeks. Hours may be averaged over a semester.

**One credit** = 3 hours/week X 15 weeks, or 45 hours total

**Two credits** = 6 hours/week X 15 weeks, or 90 hours total

**Three credits** = 9 hours/week X 15 weeks, or 135 hours total

### Evaluation and Grades

At the end of the semester, evaluation forms will be provided to the Internship Employer and to the MECA student. These will be completed and returned to the Internship Coordinator. The Faculty Sponsor will utilize these evaluations in monitoring the internship and in determining a grade at the semester's end. Upon conclusion of the internship, the Faculty Sponsor will complete a Faculty Summary of Internship form, which will be forwarded with the grade to the Internship Coordinator and College Registrar.

### Wages

An internship is understood to be an actual employment situation. Therefore, if the internship is not credit bearing, the College expects that Interns will be paid for the services they render.

### Internship Proposal

Students wishing to undertake an internship are responsible for developing an Internship Proposal using the forms and following guidelines provided by the Internship Coordinator. The proposal

will describe the intern's duties and responsibilities, the work schedule, the Intern's educational objectives within the internship, the means for evaluating the internship experience, and how it is relevant to the intern's overall professional development. The proposal will be submitted to the Faculty Sponsor, Internship Coordinator and Dean of the College for review and approval.

### **Contract**

Upon the College's approval of the Internship Proposal, the Intern and the Internship Employer will enter into a formal agreement outlined in the Internship Contract Terms.

### **Timeframe**

Internships must correspond to MECA semester course registration and add/drop calendar schedules and must comply with the College's policies governing academic affairs. The add/drop deadline is typically two weeks after the start of the semester.

## **RESPONSIBILITIES OF EMPLOYERS**

- + Provide the intern with clear instruction regarding expectations, job responsibilities and new skills.
- + Monitor the intern's accomplishments, progress, and attitude.
- + Be available to talk with the intern about her/his experience.
- + Report any unexplained absences or unacceptable behavior to the Faculty Sponsor or Internship Coordinator immediately.
- + Be available to confer with the Faculty Sponsor during the internship as needed.
- + Submit the Employer Final Evaluation.

## **POSTING YOUR INTERNSHIP**

Organizations and businesses seeking interns can list their internships on Maine College of Art's free Online Job and Opportunities board (MOJO).

### **Step 1: Register**

Go to [collegecentral.com/meca](http://collegecentral.com/meca) and register as an employer. After reviewing your registration, the college will send an email with a password.

### **Step 2: Post Your Internship**

Log in to [collegecentral.com/meca](http://collegecentral.com/meca) and list your position description. You should include details about the skills required and the duties of the internship. Students registered with MOJO will then be notified of the opportunity. If interested, students will contact you directly for an interview.

You can address specific questions to Jessica Tomlinson, Director of Artists at Work, at [jtomlinson@meca.edu](mailto:jtomlinson@meca.edu), 207.699.5016.

## MAINE COLLEGE OF ART INTERNSHIP CONTRACT TERMS

The following terms define and govern the academic internship for the Maine College of Art student named on the internship contract with the business or organization also named on the internship contract. The parties signing the contract agree to honor the terms listed below.

**1. The Internship** The internship is an employment situation the MECA student (hereafter known as the Intern) undertakes with the named business or organization (hereafter known as the Internship Employer). The internship is for a specified period of time for which academic credit (1, 2, or 3 credits) is awarded towards the fulfillment of MECA studio or academic elective requirements. Credit is awarded upon the student's successful completion of the agreed upon work and hours requirements and fulfillment of proposed learning objectives and activities described in the Internship Proposal.

**2. Intern-Internship Employer Relationship** For the duration of the internship, the Intern is understood to be an employee of the Internship Employer. As an employee, the Intern agrees to conform to the norms of conduct expected by the Internship Employer of any regular employee and as governed by local, state, and federal laws and regulations. Prior to entering into the internship, the Intern and the Internship Employer will agree what the Intern's activities, duties, and responsibilities will be, and these will be documented in the Internship Proposal.

**3. Internship Proposal** In order to obtain credit for a planned internship, the student must submit a detailed internship proposal to the Internship Coordinator. The proposal must include: a brief description of the Internship Employer's organization; the internship activities, duties, and responsibilities; the Intern's course and internship work schedules; the educational objectives for the internship; the means for evaluating the learning; and a description of how the internship is relevant to and supports the Intern's professional development. The Intern is responsible for reaching agreement with the Internship Employer about the internship activities, duties, and responsibilities and fairly representing these in the Internship Proposal. The Internship Proposal will be attached to this document. The Intern is expected to give a copy of the Internship Proposal to the Internship Employer.

**4. Faculty Sponsor** The Intern will identify a Faculty Sponsor whose role is to monitor, supervise, and evaluate the internship experience. The Faculty Sponsor will have some expertise in the subject area of the internship. The Faculty Sponsor agrees to fulfill the following activities as part of the sponsorship role: weekly meeting/communication with the Intern during the course of the internship to monitor and supervise the Intern's experience; communicating with the Internship Employer when circumstances warrant; maintaining a Faculty Contact Log of contacts with the Intern and the Internship Employer; and evaluating and grading the internship.

**5. Evaluation and Grades** At the semester's end, a final evaluation form will be emailed to the Intern for the Employer and student. These forms will be collected by the Internship Coordinator and distributed to the Faculty Sponsor to be used in determining a grade at the semester's end.

**6. Dispute Resolution** If the Intern and Internship Employer find themselves in conflict that they are unable to resolve, they agree to solicit the assistance of the Faculty Sponsor to mediate the situation. If the Faculty Sponsor considers it necessary, the Internship Coordinator can be asked to participate in a mediation. All efforts will be made to reach mutually satisfactory resolution to the conflict. Termination of the internship will be a last resort and will be arrived at as part of a mediation attempt. In the case of a terminated internship, the Faculty Sponsor will determine whether no, partial, or full credit for the internship is to be granted.

**7. Agreement to Participate** By signing the Internship Contract the persons doing so indicate their willing participation in the internship as outlined in the terms on this page and in the Internship Proposal submitted by the Intern. The Dean of the College's signature indicates the College's final acceptance of the internship for credit and the College's participation.

**8. Administrative Fee** By signing the contract, the student agrees to the \$75 administrative fee assessed for the internship semester.