

Student Guide to INTERNSHIPS

PROGRAM OVERVIEW · STEP BY STEPS INSTRUCTIONS · SAMPLE PROPOSAL · CONTRACT TERMS

Program Overview

Internships are credit bearing employment opportunities which students can undertake to fulfill studio 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 sophomore with an overall 2.0 GPA. The maximum amount of credits a student can earn through internships is six credits. Exceptions will be considered by the Vice President of Academic Affairs.

CREDITS

Internships bear 1, 2, or 3 credits applied to studio or academic elective requirements. Each credit equals 3 hours of work per week for 15 weeks. Hours may be averaged over a semester. Therefore, 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.

EVALUATIONS 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 submits a grade to the 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 are responsible for developing an Internship Proposal. The proposal will describe the intern's duties and responsibilities, the work schedule, educational objectives, the means for evaluating the 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.

INTERNSHIP CONTRACT

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

INTERNSHIP TIMEFRAME

Internships must correspond to MECA semester course registration, add/drop calendar schedules, and must comply with the College's policies governing academic affairs.

FEES

There is a \$75 administrative fee. There are no additional tuition costs if the internship puts a student courseload between 12 and 18 credits for the semester. For part-time students taking fewer than 12 credits, you will be charged for the internship at the same rate as the cost of taking a 3 credit class.

Internships: Step by Step

STEP 1: DO RESEARCH

- Review current internship opportunities on the job board.
- Visit meca.edu/internships for a list of past internship sites.
- Start a rough draft of resume.
- Research options

STEP 2: CHECK IN WITH ACADEMIC ADVISING

- Meet with Academic Advising to confirm the following
- Minimum of 2.0 GPA
- You can use this internship for studio credit
- You do not already have 18 credits this semester

STEP 3: SCHEDULE APPOINTMENT WITH ARTISTS AT WORK

- Schedule an appointment.
- Bring a resume, portfolio and a list of potential internship sites
- We will discuss how to identify internships that meet your goals.

STEP 4: IDENTIFY AN INTERNSHIP SITE

- Prepare a resume and a portfolio
- Apply for internships
- Interview
- Get an offer

STEP 5: CREATE AN INTERNSHIP PROPOSAL

- This outlines internship activities, educational objectives, and work schedule.
- See attached guidelines and samples

STEP 6: GET A FACULTY SPONSOR

- A faculty member with expertise in the area of the internship.
- They will evaluate your experience and assign you a grade.
- The Department Chair must approve internships if credits apply to the major.

STEP 7: COMPLETE AND FILE THE CONTRACT AND PROPOSAL

- Signature from employer
- Signature from Faculty Sponsor
- Signature from Academic Advising
- Signature from Dept. Chair if used towards majors credits
- Turn in to Artists at Work. Give a copy to your employer and faculty sponsor.

STEP 8: GET APPROVED

- The Dean's office reviews proposal for approval.

STEP 9: GO!

- Start your internship

STEP 10: EVALUATE

- At the end of the internship you complete a self-evaluation
- You also meet with your faculty sponsor to discuss the means of evaluation you included in the initial proposal.

The Internship Proposal

Write your Internship Proposal using the following six headings and include the information indicated for each one. Keep your proposal to no more than two typewritten pages.

A INTERNSHIP EMPLOYER DESCRIPTION Briefly describe the business/organization, the services and/or products offered, the kind of organization (profit/non-profit; proprietorship/corporation), and any other pertinent information about the Internship Employer useful to understanding their character and work..

B INTERN'S DUTIES AND RESPONSIBILITIES List these. You should discuss these and have an agreement with your Internship Employer before you commit your list to paper.

C EDUCATIONAL OBJECTIVES List what you intend to learn through the internship—be specific. See the Sample Internship Proposal for guidance.

D MEANS OF EVALUATION Describe what means you will use to demonstrate your learning (paper, artwork, presentation, journal)—again, be specific.

An Internship Record, detailing hours worked, tasks/projects completed, materials used, and personal insights gained that are relevant to your professional development, is required. A final presentation, paper, or project is to be prepared and presented to your Faculty Sponsor as one of the means of evaluation and grading the Internship experience and fulfillment of the educational objectives.

E EDUCATIONAL RELEVANCE Discuss how this internship is relevant to and supports your overall professional development.

F INTERN'S SCHEDULE Outline your weekly academic course and internship work schedule, as well as your meeting schedule over the semester with your Faculty Sponsor.

INTERNSHIP PROPOSAL

Student Intern: Aspiring Artist

Faculty Sponsor: Kindly Mentor

Internship Proposal: Furniture Maker's Assistant/Intern

Internship Employer: Crossett Hill Designs

17 Tourin Lane

Duxbury, Maine

Internship Employer Description

Crossett Hill Designs is a small business operated by two partners, Janet Stein and Frank Butler.

They have been building custom designed, one-of-a-kind furniture together for fifteen years.

Recently, they developed a line of furniture they are now marketing and producing. They specialize in creating furniture that combines different media, including ceramic, wood, stone, textiles, and metal. Janet Stein majored in industrial design at Pratt Institute and received further training in furniture design and construction at the North Bennett Street School in Boston, MA. Frank Butler, has a B.F.A. degree in ceramics from Alfred University. Prior to starting Crossett Hill Designs with Janet Stein, Mr. Butler managed a business producing ceramic architectural components. Their clients include private individuals, corporations, and interior designers.

A

Duties and Responsibilities

My work will be to assist in the construction of Crossett Hill Designs' line of furniture (comprised of a sofa, club chair, side table, and coffee table) which are done in limited production runs. My duties will include milling lumber, shaping parts, veneering, assembly, finish preparation, and finishing. It is not clear whether or not I will participate in production of ceramic components or the upholstery, although I have requested having opportunity to learn the upholstery process. Production flow and schedule will dictate this. I will participate/assist in the design of at least one commissioned piece.

B

Educational Objectives

My educational objectives for this internship include:

1. I will read articles in Fine Woodworking magazine about vacuum-form veneering, and I will learn how to veneer furniture components using this process.
2. I will expand and refine my woodworking skills and knowledge.
3. I will read Fine Furniture Upholstering by S. Bellingham, and I will learn practical aspects of how to incorporate textiles and upholstery into furniture design and construction.
4. I will learn how two artists with backgrounds and expertise in different media collaborate to create furniture.
5. I will be introduced to and learn about small business practices in the marketplace.

C

Means of Evaluation

1. I will create a portfolio-journal detailing my experiences and learning during this internship. On a weekly basis, I will document by means of photographs my work in progress, as well as finished products. I will incorporate these photographs in the portfolio-journal with regular, narrative journal entries describing my work activities and learning. I also will include any working drawings/sketches I make, cutting lists, or other documents created as part of my internship activities.
2. I will write a minimum five-page paper describing Crossett Hill Designs business structure and organization. In it, I will examine how Frank Butler and Janet Stein work and collaborate together in designing and producing furniture, in managing their business, and in working with clients.

D

Educational Relevance

My long-term goal is to own and operate a furniture business producing high quality goods.

Currently, I am interested in the design and construction of upholstered furniture. My educational plan is to graduate from MECA with my B.F.A. in sculpture, specializing in wood and fiber constructions.

Following graduation next year, I intend to get a job working for a furniture maker to continue building my knowledge and skills in woodworking or to enroll in a furniture design and construction program like that at the North Bennett Street School.

E

This internship will provide me with a number of learning opportunities, all of which contribute to achieving my educational and career goals. I will be able to increase my knowledge of woodworking techniques and processes (specifically satisfying my desire to learn how to do vacuum-form veneering) and of furniture design and construction (especially of upholstered furniture). I will get hands-on experience doing woodworking, thus increasing my skills. I will see a small business in operation and how it is organized and managed. I will have opportunity to ask questions of and receive personal training from two practicing artists.

Especially exciting to me, and unique to this setting, is the prospect of seeing how Stein and Butler work together in their design process to meld their different expertise and backgrounds into a final product. Hopefully, this will help me think more broadly about how I might collaborate with other artists and craftspeople.

Schedule

MONDAY: Sculpture 8:00 – 11:00
Internship 1:00 – 5:30

TUESDAY: Studio time 8:00 – 3:00
Internship Supervision 3:00 – 3:30 (meeting with Kindly Mentor)
Critical Issues 4:00 – 5:30

WEDNESDAY: Internship 7:30 – 11:30
Sculpture 1:00 – 4:00

THURSDAY: Studio Time 8:00 – 3:30
Critical Issues 4:00 – 5:30

FRIDAY: Sculpture 8:00 – 11:00
Internship 1:00 – 4:00

F

Sample
Internship
Proposal

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.

Sample Internship Proposal 2

Internship Proposal

Student Intern: Sarah Belhumeur

Faculty Sponsor: Adam DeGrandis

Internship Proposal: Animation Intern

Internship Employer: P3 Maine

Internship Employer Description:

P3 Maine is a small studio located in Portland that produces films and animations for clients typically located in Portland, Boston, or New York. The nature of the project depends on the client's needs. Each member of the team has their own specialization. This includes a director, producer, executive producer, editor, assistant editor, and animator. Their team may also include occasional freelance screenwriters or storyboard artists. I will be studying under the supervision of P3's animator Nathan Gilliss.

Duties and Responsibilities:

My duties are divided into three distinct sections.

1. I will begin by learning about the production process and how the studio operates. This includes all of the steps each project goes through before it reaches completion.
2. I will learn about the professional practices being used with each real project, narrowing the broad lesson in section one to specific works.
3. I will be doing supervised media production.

During each of these sections, I will be learning both passively and actively where necessary, both shadowing some aspects and participating directly in others. It is also understood that all professional responsibilities will be met such as accountability, punctuality, and performance.

Educational Objectives:

My educational objectives for this internship include:

1. Learning about the production process in a professional studio.
2. Working collaboratively on professional media projects.
3. Expanding and refining my craft as an animator.
4. Learning how to take the principles of animation and apply them in new ways.
5. Learning about new programs used for media production and/or expanding my knowledge of the ones I already use.

Means of Evaluation:

I will keep detailed notes in a designated sketchbook detailing my experience each day at the studio and what I have learned. I will keep a thumb-drive for saving specific files or segments of work that I have participated on. At the end of my internship, I will write an essay detailing what

I learned while there. The exact thesis of my paper would be determined after the internship is finished. It would likely detail the business structure and organization as well as the collaborative production process and my personal duties. This essay and a clean presentation of visual work will be submitted to Adam DeGrandis for evaluation.

Educational Relevance:

My educational plan is to graduate from MECA in the spring of 2018 with a major in digital media and a minor in drawing. During this time I will be building my own personal practice and learning about how it will relate directly in a collaborative studio practice. My long-term goal is to be a full time animator at a small film, television, or commercial media studio. I currently enjoy working in many different types of animation and am fascinated by all three of these venues through which it is used. This internship will help to guide my craft and dictate the direction that I take my learning.

This internship will provide me with an array of learning opportunities about professional studios and animation. I will learn about animation, technique, process, production, and how studios like P3 are managed. I will also get invaluable hands-on experience. I will have the opportunity to be instructed and critiqued by a professionally practicing animator, Nathan Gilliss.

Compensation and School Credit:

This internship is designed to earn three academic credits from MECA, using the schedule of 9 hours per week for 15 weeks, or 135 total.

P3's internship program is an unpaid program designed to maximize the education and real-world training of the intern. At its discretion, p3 may elect to have the intern work on real projects, in which the intern would be additionally compensated as a 1099 freelancer at a rate of \$10-15/hour based on demonstrated skills and abilities.

Schedule:

The internship will begin on Monday, January 9th and will start with one week working 10:00-4:00 each day. Starting the week of January 16th, I will be working on Thursdays and Fridays following the weekly schedule below.

Monday:

Surrealism, Chance, & Accident: 8:30-11:20

Junior Seminar-Design/Media Topics: 12:00-2:15

Brain Meets World: 6:30-9:20

Tuesday:

Majors Studio: 9:00-11:50

Wednesday:

Surrealism, Chance, & Accident: 8:30-11:20

Junior Seminar-Design/Media Topics: 12:00-2:15

Thursday:

Majors Studio: 9:00-11:50

P3 Maine: 12:45 - 3:45

Friday:

P3 Maine: 10:00-4:00

Sample Internship Proposal 3

INTERNSHIP PROPOSAL

Student Intern: Kristina Curtis

Faculty Sponsor: Samantha Haedrich

Internship Proposal: Graphic Design Intern

Internship Employer: Woods Creative

Amy Parker and Chris Bransfield
41 York Street, Portland, Maine

Internship Employer Description

Woods Creative is a small design studio operated by two award-winning co-founders, Amy Parker and Chris Bransfield. They work on creating research reports, digital design and print creative work. Their work is focused around human experience, user experience, and design research and strategy. They create books, posters, websites, spacial environment designs, and brand identity systems. Chris Bransfield has a BA in history and a MS in communication research. He has led nationally recognized research that has prompted a response from the President of the United States. Amy Parker earned her BFA in graphic design at the New England School of Art and Design at Suffolk University. She worked in Switzerland, at Computer Arts Projects Magazine, The Dieline, and OMM. Their clients are always provided with strong design solutions and extensive research to guide their creative choices and problem solving.

Duties and Responsibilities

My work will be to assist Amy with any design work she needs focusing primarily on brand identity. Upcoming projects I will assist on include brand identity system work, design strategy/art direction, and visual texture making. Some internal project work will be done as well. Most of my work will be under Amy's direction, and when Chris feels the opportunity is right, I will assist him with any design research or user experience research.

Educational Objectives

My educational objectives for this internship include:

1. I will learn more about website design prior to/during the internship by reading articles and books.
2. I will expand my knowledge about user experience and human experience.
3. I will learn about Woods Creative's design process of strategy and research.
4. I will learn how two partners work together to combine their different expertise to create strong, clear and conceptual design.
5. I will be introduced to and learn about small studio practices.

Means of Evaluation

1. I will record my weekly notes and photographs of my work and process while at Woods Creative. It will contain hard written notes from time of project and later reflections of my work and process. I will record my projects and relevance to my personal future goals.
2. I will create a final booklet containing all my research, notes, photos, process, sketches and reflections. I will also write about what I learned specifically from Chris and Amy and their process as partners.

Educational Relevance

I have worked for a large corporate design department and learned that I want to experience a smaller studio. Woods Creative offers a small, collaborative environment that I feel is a good fit for me. I particularly connect with Woods Creative's approach and mission because of their research based strategy. I hope to utilize my previous science degree and research skills in my design work after I receive my BFA in graphic design next year. Woods Creative's strategy seems ideal for the type of work I plan to pursue after I graduate from Maine College of Art.

My summer goals are to learn more about website design, user experience and communication. This studio focuses on these aspects, therefore it is an ideal internship for me. I am looking forward to getting hands on experience working under and collaborating with like-minded designers who share my appreciation for research and strategy. Amy and Chris have done a large amount of website design which is very important for a student like myself to understand; I will learn a lot from them and their expertise.

Intern's Schedule

Begins: Wednesday, May 31, 2017

Ends: Tentatively mid July

Monday: Internship 9:00–5:00

Wednesday: Internship 9:00–5:00

(SOMETIMES/EVERY OTHER FRIDAY)

Friday: Internship 9:00–5:00

Internship Supervision 4:00–4:30

Sample Internship Proposal 4

Summer 2013 Internship Proposal

Student Intern: Rangeley Morton
Faculty Sponsor: Adam Manley
Internship Proposal: Furniture Studio Assistant
Internship Employer: Matt Hutton/ Studio 24b,
24 Mayfield Street
Portland, ME, 04103
Employer Contact: 207.749.4731
studio24b.com

Internship Employer Description

STUDIO 24b is a design and fabrication studio in Portland, Maine where Matt Hutton creates custom woodworking & furniture for sale and exhibition.

Matt Hutton earned his BFA in woodworking and furniture design at the Herron School of Art in Indianapolis, Indiana and an MFA from San Diego State University. Matt has also studied woodworking in England and Japan. Over the past decade, Matt has been an instrumental leader in establishing a woodworking and furniture design program at the Maine College of Art in Portland, ME, where he is currently an Associate Professor.

Duties And Responsibilities

The intern will work with Matt Hutton on creating a “prayer wall” for Maine General Medical Center’s New Regional Hospital located in Augusta. The hospital is scheduled to open it’s doors later this Fall and Studio 24b’s project will be created for the spiritual center located in the center of the hospital and will be installed the first week of August.

The “prayer wall” was selected through a rigorous call for art and juried by hospital board members, architects, staff and art professionals from the state of Maine and within the Maine Arts Commission. There were over 100 projects submitted and only five were selected. This is a large-scale project and a highly visible one that Studio 24b and the selected intern will be proud to have participated in.

Construction of the 14’ X 14’ project will include woodworking of a furniture caliber and careful design and construction of modular parts that will be assembled on site. Portions of the project will incorporate the use of CNC technology as well as multiple hand and various machine woodworking techniques.

Educational Objectives

1. I will work design for a new environment and level of interaction with a client.
2. I will refine my client / artist professionalism.
3. I will continue to advance my three-dimensional design skills.

4. I will further explore computer design for production with CNC technology.
5. I will learn new ways to create modular and portable structures.
6. I will work as an assistant in a professional studio environment.
7. I will work under an artists deadline and improve my proficiency in working for another maker through the construction of this project.

Means of Evaluation

I will create a blog page on my website (rangeleymorton.wordpress.com) to weekly comment on my progress. This will be an ideal space to record new ideas, newly acquired knowledge, problems, successes, and to act as an online diary for the project. The format of a blog will prove to be perfect to record work, educational relevance, and lessons learned from working at studio 24b.

Educational Relevance

The intern will learn to work with a large organization on a very large job site/project (over 700 employees are currently working on the hospital) that is one-of-a-kind in the state of Maine. This hospital is the first to utilize multiple companies working together as one to keep the employment within the state of Maine. In addition, travel, storage and installation will be a unique experience for the intern. We will document the process and create an online presence as the project progresses throughout the summer. In addition to the unique experiences listed above, the intern will gain an understanding of what it's like to work in a small professional studio environment and work with multiple constituents through design, construction and documentation. The work will be demanding on many levels and the utmost professionalism and craft is expected. The workload for this project will warrant the 3 credits offered through MECA.

Weekly Schedule

The internship will be composed of 135 hours beginning June 3rd, 2013. Intern will work 20-30 hours per week on a flexible schedule. Internship will result in 3 credits.