



MAINE COLLEGE OF ART & DESIGN

INTERNSHIP CONTRACT

Date _____

Semester of Internship Summer Fall Spring

Student Name _____

Phone _____

Email _____

Major _____

Current Scholastic Level 2nd Year 3rd Year 4th Year

(If this is a summer internship, choose what year you will be in the fall)

Do you have a current Incomplete pending for any course? Yes No

If Yes, for which course and why: _____

Internship Site

Business/Organization _____

Internship Contact _____

Title _____

Mailing Address _____

Phone _____

Email _____

Dates of Internship

From _____ To _____

Number of Credits Sought _____ Hours per Week _____

Hourly Wage \$ _____

How credits are applied to graduation requirements:

Department Course

Maine College of Art & Design Internship Contract Terms

The following terms define and govern the academic internship for the MECA&D 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 a situation the MECA&D student (hereafter known as the Intern) undertakes with the named business or organization (hereafter known as the Internship Supervisor). The internship is for a specified period of time for which academic credit is awarded towards the fulfillment of studio 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 Supervisor Relationship.** For the duration of the internship, the Intern agrees to conform to the norms of conduct expected by the Internship Supervisor and as governed by local, state, and federal laws and regulations. Prior to entering into the internship, the Intern and the Internship Supervisor 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 Intern is expected to give a copy of the Internship Proposal to the Internship Supervisor.

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: 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.

5. **Evaluation and Grades.** At the semester's end, a final evaluation form will be emailed to the intern and Supervisor. 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 Supervisor 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.

Signatures

The individuals signing below agree to enter into and fulfill their specific roles in an internship between the MECA&D student named above and the organization also named above. By signing this contract the student agrees to pay the \$75 Administrative Fee which will appear on the semester bill. By signing this contract, the internship supervisor agrees to the duties outlined in the internship proposal.

Student

Print _____
Sign _____ Date _____

Supervisor

Print _____
Sign _____ Date _____

Faculty Sponsor

Print _____
Sign _____ Date _____

If studio class for a major, signature of Department Chair

-----Administrative Use Only. Do not write below this line-----

Dean of the College _____ Date _____

Internship Coordinator _____ Date _____