



# MAINE COLLEGE OF ART & DESIGN

## **The Supervisor's Guide to Internships**

+ The internship site must have a supervisor who is proficient in the internship goals. *If you want a graphic design intern, you need to have a supervisor who is skilled in graphic design and can provide feedback for growth.*

+ A three-credit internship is 135 hours of work over 15 weeks of a semester, approximately 9 hours per week. Hours do not need to be consistent weekly, you can be flexible in how you achieve the total hours.

Fall Semester: September 1 - December 15  
*Suggested posting date: July 1*

Spring Semester: January 15 - April 30  
*Suggested posting date: November 15*

Summer Semester: May 15 – August 15  
*Suggested posting date: April 1*

Internships are credit bearing opportunities which students can undertake to fulfill studio or academic elective requirements. 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. An individual may also host an intern.

### **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.

**Wages**

Internships can be paid or unpaid. Paid internships are more likely to fill than unpaid.

**Internship Requirements**

Students are eligible for internships in their sophomore, 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.

**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.

**Evaluation and Grades**

At the end of the semester, evaluation forms will be provided to the Internship Supervisor and to the MECA&D 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.

**Timeframe**

Internships must correspond to MECA&D 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 their 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 Supervisor Final Evaluation.

## **POSTING YOUR INTERNSHIP**

Organizations and businesses seeking interns can list their internships on MECA&D's job board by sending a description to [jtomlinson@meca.edu](mailto:jtomlinson@meca.edu)

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