

Maryland Institute College of Art (MICA)
Community Arts Partnerships (CAP)

>>>> Please PRINT legibly <<<<<

Applicant Name _____
First Middle Last

Social Security Number _____ - _____ - _____ **MICA Student ID** _____
(We need your social security number to pay your stipend.)

Local Address _____
Address City State Zip

Local Phone/ Home _____ **Cell** _____

Email Address (List all) _____

Emergency Contact Name _____ **Relationship:** _____

Address _____
Address City State Zip

Phone _____

What at what tier level do you wish to participate? (check one)

- ___ Tier 1 40 hours of on-site and off-site work \$250 stipend (no credit available)
___ Tier 2 60 hours of on-site and off-site work \$300 or 1.5 elective studio credits
___ Tier 3 120 hours of on-site and off-site work \$500 or 3.0 elective studio credits

Are you a U.S. Citizen? ___YES ___NO **If no, please state country of citizenship:**

Country: _____ Visa # _____

MICA Level (circle ALL that apply)

Freshman Sophomore Junior Senior MAT program Graduate Program Post- Bac

Department Major(s) / Minor(s) _____

Area(s) of Focus, Interest or Concentration in Art _____

Cumulative GPA _____ **Projected Graduation Date** _____

Previous experience as a CAP intern: E.g. : Midtown BYTV Fall 2002

Site _____ Semester _____ Site _____ Semester _____

Site _____ Semester _____ Site _____ Semester _____

Site _____ Semester _____ Site _____ Semester _____

Have you been fingerprinted? Yes ___ No ___ **If Yes, Semester & Year** _____

Where? North Avenue/Balto. City ___ Reisterstown Rd. Plaza Mall/CJIS ___

Have you been convicted of a felony? ___YES ___ NO If yes, please explain below:

Briefly describe your background in community arts, volunteering or service-learning.

What sort of activities would you like to pursue as part of a CAP internship (e.g., painting murals, running an after-school art club, working in art therapy, teaching art in a Baltimore City school, running art classes for teen or adults)? Please also specify if you'd like to work with a specific age group or in a specific neighborhood.

What lessons, skills, and experiences do you hope to take away from your community arts work?

Do you have a car that you'd be willing to use to travel to a site? _____ YES _____ NO

Are you willing to use public transportation or carpooling to travel to a site? _____ YES _____ NO

Please list the hours you would be available to do your on-site CAP work.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
from	_____	_____	_____	_____	_____	_____	_____
until	_____	_____	_____	_____	_____	_____	_____

Do you wish to be partnered with a particular CAP intern? If yes, please name your desired CAP partner(s).

Letter of Understanding: CAP Internship Responsibilities & Duties

Each CAP Intern is responsible for the design and oversight of one community-based arts/educational experience serving the children, youth, or senior citizens of Baltimore and other participating MICA students. This may entail the following:

1. Developing comprehensive lesson plans that support predetermined educational goals and outcomes.
2. Articulating a strategy that encourages participating individuals to try out, practice, and apply new skills, knowledge, and attitudes to real, art-based problems.
3. Managing the on-site activities and/or responsibilities of participating children, CAP Interns, day school teachers, and community assistants.

In addition to time spent working on-site, interns should expect to spend 1-3 hours a week planning lessons, doing research, attending CAP events, and journaling/reflecting. Stipends will not be paid until all of Internship requirements are met. These requirements include: fulfillment of hours (40, 60, 120), a mid-term evaluation, a final evaluation, record keeping (for example, your log of hours, journal entries and lesson plans) and attendance at two CAP workshops or talks.

It should be noted that CAP Interns also serve as mentors and are, therefore, personally responsible for the welfare of their project participants while on site and during project implementation. CAP Interns are held accountable for their participants including behavior and work habits, artistic and intellectual growth, and emotional well-being.

Each CAP Intern is responsible for supplying their own personal, updated contact information to the CAP Office -- including home numbers, cell numbers, and e-mail addresses. All CAP Interns should check-in with their Internship partners or team to discuss issues of relevance before each week's program, distribute daily lesson plans and duties, and review content. Interns who cannot attend a day's session for health, school, or other reasons, are required to notify the CAP Office and their Intern partners at least 24 hours prior to the day in question.

As always, if a CAP Intern has a question or concern about an on-site issue, please contact your CAP Director or CAP Program Coordinator at 410-225-2347, or if an emergency and the CAP Director are unavailable, please contact the Office of Student Affairs at 410-225-2422. No one can rectify a problem after the fact. It is CAP's goal to make each project the best educational experience possible for all involved, so please communicate with your CAP partner, team members, site coordinator or certified educator **and** the CAP Director and CAP Asst. Director. Your ideas and insights are important and highly valued.

I have read this Letter of Understanding and understand my responsibilities and duties as a CAP Intern.

CAP Intern's Name _____
(Please Print)

CAP Intern's Signature _____ Date _____