

# Maryland Institute College of Art community arts partnerships

## CAP internship learning contract

1300 Mt. Royal Avenue  
Baltimore, Maryland 21217  
410-225-2347 Office  
410-225-4282 fax  
cap@mica.edu

### Intern Information:

Name \_\_\_\_\_ MICA ID # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
E-mail \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

<b>Undergraduate</b> Graduation Year _____ Major/Minor _____
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<b>Graduate or Post-Baccalaureate</b> Graduation Year _____ School/Concentration _____
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### Internship Site Information

Name of Site \_\_\_\_\_  
Name of Project \_\_\_\_\_  
Site Supervisor's Name \_\_\_\_\_ Site Telephone \_\_\_\_\_  
Site Address \_\_\_\_\_  
Site City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Site E-mail \_\_\_\_\_ Site's Website \_\_\_\_\_

#### Internship Requirements

Semester and Year \_\_\_\_\_ OR  
Internship Start Date \_\_\_\_\_ End Date \_\_\_\_\_

- Tier 1 CAP Intern Initiate:  
2, 40-hour Semesters of training **required** for new -to-CAP Internship applicants- \$250 stipend per semester\*:  
\_\_\_\_\_ Training Semester #1 \_\_\_\_\_ Training Semester #2
- Tier 2 Intermediate Internship  
\_\_\_\_\_ 1.5 credits, 60 hours per semester, unpaid  
\_\_\_\_\_ Stipended @ \$300 per semester\* \*\*
- Tier 3 Artist-In-Residence (Advanced) Internship  
\_\_\_\_\_ 3.0 credits, 120 hours, unpaid  
\_\_\_\_\_ Stipended @ \$500 per semester\* \*\*

**\*All CAP Internship stipends are paid 1/2 at mid-semester and 1/2 at semester's end.**

**\*\* Please note that all Tier 2 and Tier 3 Stipends are contingent upon the availability of funds and are based on information provided from student's Statement of Need.**

**Please answer the following questions completely and thoughtfully.**

1. Describe your internship project. How does it fit with or complement the organization you are working with? What kind of art will be produced?
2. What are your goals for this internship? What do you hope to learn from this experience?
3. What are your primary responsibilities/activities? What type of instruction will you receive from your internship supervisor or other site staff?
4. What other off-site activities, experiences, and/or projects do you plan to undertake to help you meet your internship goals?

**Student Agreement**

**In additional to the above stated goals and activities as a MICA CAP Intern or Intern Trainee, I will:**

- 1.) Complete the following requirements: On-site art activities or site-assigned work, Log of Hours Forms(2), Professional Development Workshops(2), Individual Appointments(2), Evaluations(2), Required Reading with Book Report (1), Weekly Journaling.
- 2.) Request EX 402 (Internship) to appear on my \_\_\_\_\_ schedule  
(semester/year)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contract Approvals**

**NOT TO BE SIGNED UNLESS THE STUDENT HAS COMPLETED ALL SECTIONS ABOVE**

Internship Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Director of International Affairs \_\_\_\_\_ Date \_\_\_\_\_  
Required of International Students with an F-1 VISA.

Department Chair or Advisor \_\_\_\_\_ Date \_\_\_\_\_

CAP Director/Asst. Director \_\_\_\_\_ Date \_\_\_\_\_