

PROFESSIONAL DEVELOPMENT CHECKLIST



Personal



Academic

This checklist is designed to provide you with an overview of your four years at MICA. It offers a timeline of experiences and also suggests a variety of potential and required ways to get involved with and take ownership of your education.



Involvement



Professional

FOUNDATION

Transition to College Life

Expand fundamental studio and academic skills for personal development and self-realization • Gain breadth of knowledge through exposure to varied media and processes • Develop interpersonal skills through collaboration and community engagement • Cultivate descriptive, interpretive and analytical communication skills • Gain skills in research and information literacy

Transition to College Life

- Attend classes on time and consistently
- Learn to effectively manage your time
- Acquire effective critical thinking, reading, writing and study skills
- Be mindful of your wellness routine: eat, sleep, exercise, manage stress
- Gain knowledge about alcohol, drugs, sex, mental health risks

Also Consider

- Utilize the [Fitness Center](#)
- Go to sleep at the same time each night
- Eat meals on a regular schedule

Become a Part of MICA & Baltimore

- Become familiar with MICA resources, [Decker Library & Media Resource Collection](#), [Writing Studio](#), [Counseling Center](#), [Health Services](#), [Student Activities](#), [Career Development](#), [Financial Aid](#), [International Education](#) and reach out when help is needed
- Explore Baltimore

Ways to Get Involved

- Attend [campus exhibitions](#)
- Participate in [Campus Programming](#)
- Join a [student organization](#) or The CREW
- Look for opportunities in [MICAnetwork](#)
- Look for volunteer opportunities on facebook.com/micavolunteers
- [Apply for a leadership role](#) on campus in spring (RA, Orientation Leader, Mentor, Fitness Coordinator, etc.)

Prepare to Choose Your Major

- Meet with your Freshman Foundation advisor(s)
- Visit departments and speak with students in different majors
- Attend Major Café in the spring
- Declare your major in the spring
- Meet with your upper class advisor in the spring

Also Consider

- Go to departmental exhibitions and openings
- View student/alumni websites and artwork in portfolios.mica.edu to explore possible majors and career paths
- Consider a minor, concentration and/or dual major and discuss with advisor
- Apply to the [MAT program](#) if interested
- Consider [study abroad](#) possibilities

Connect to Professional Development Opportunities

- Learn to professionally document your work
- Create your profile in portfolios.mica.edu
- Create your profile in www.MICAnetwork.com
- Prepare a preliminary [resume](#)
- Watch for Career Development emails and attend [professional development workshops](#) of interest

Also Consider

- Attend a Documenting Your Work program or [watch a tutorial online](#)
- Apply for [MICA Competitive Scholarships](#) in the first few weeks of spring semester and review documented images with your Elements instructor
- Meet with a Peer Career Advisor (PCA) to learn how to find and apply for internships
- Join the [MICA Career Development Facebook Group](#)

SOPHOMORE

Self Discovery & Grounding in Your Major

Continue to develop studio and scholarly skills specific to major area of study • Become familiar with the professional nomenclature related to major • Explore processes to gain depth of knowledge in a chosen medium/field • Learn how to archive, inventory, and document work in a variety of visual media

Immerse Yourself in Your Major

- Develop skills within your chosen area of study
- Get to know the faculty members and other students in your department
- Schedule advising appointments to discuss your degree plan and course selection & sequencing
- Consider a minor and/or a concentration and discuss with your advisor
- Explore [career paths](#) within your major
- Utilize the [Library and Media Resources Center \(MRC\)](#) to learn what resources exist for your major

Also Consider

- Apply to [study abroad and mobility programs](#) Deadlines: spring, September 15 and fall, March 1
- Attend artist/designer/scholar lectures on and off campus
- Attend alumni panel discussions in your major
- Read or contribute to your departmental blog/website
- Build a library of books, magazines and websites that inspire and inform your work
- Develop mentor relationship with someone on campus (student, faculty, staff)

Explore Professional Development Opportunities

Ways to Participate

- Document/photograph your creative work
- Develop initial web or online presence
- Prepare a preliminary portfolio
- Continue to develop your writing skills and utilize the [Writing Studio](#)
- Find opportunities for public speaking and giving presentations
- Refine and update your [resume](#) and [cover letter](#)
- Visit Career Development and [schedule an appointment](#) with a Career Counselor or PCA
- Research potential [internships and jobs](#)
- Submit work for Juried Undergraduate Exhibition in the fall
- Apply for summer internships and opportunities in November-March for best results
- Discuss with your academic advisor if you plan to do your internship for credit
- Attend a mandatory Internship Orientation to receive credit for an internship experience
- Attend the [Internship + Career Fair](#) in spring
- Apply for [Competitive Scholarships](#) in the first few weeks of spring semester
- Attend [professional development workshops](#)

Ways to Get Involved

- Attend [campus exhibitions](#)
- Visit local galleries and museums
- Participate in [Campus Programming](#)
- Volunteer on and off-campus, [facebook.com/micavolunteers](https://www.facebook.com/micavolunteers)
- Look for opportunities, including volunteer work, in [MICAnetwork](#)
- Join a [student organization](#) or The CREW
- Join the [Student Voice Association](#) (student government)
- [Apply for a leadership role](#) on campus in spring (RA, Orientation Leader, Mentor, Fitness Coordinator, etc.) through [leadmica.com](https://www.leadmica.com)
- Attend a MICA Leadership Retreat or apply for a Leadershape Scholarship
- Nominate your student organization or program for the annual Leadership Recognition Ceremony in April

Increase Involvement On & Off Campus

JUNIOR YEAR

Integrating Self into the World

Identify and hone artistic and scholarly processes to realize cohesive ideas • Create a body of personal work grounded in a conceptual vision • Acquire a professional presence and business skills • Compile a portfolio of studio and scholarly work for presentation

Stay on Track for Graduation

- Develop skills within your chosen area of study
- Schedule advising appointments to discuss degree plans and course sequencing
- Utilize the [Writing Studio](#), [Library and Media Resource Center](#) (MRC) to hone your research and writing skills, especially in critical theory

Ways to Participate

- Attend [campus exhibitions](#)
- Visit local galleries and museums
- Visit museums and galleries in DC, Philadelphia or NYC
- Participate in [Campus Programming](#)
- Volunteer on and off-campus, [facebook.com/micavolunteers](https://www.facebook.com/micavolunteers)
- Look for opportunities in [MICAnetwork](#)
- Lead a [student organization](#)
- Join the [Student Voice Association](#) (student government)
- [Apply for a leadership role](#) on campus in spring (RA, Orientation Leader, Mentor, Fitness Coordinator, etc.)
- Nominate a fellow student or your student organization for the annual Leadership Recognition Ceremony in April

Stay Involved & Develop Leadership Skills

Explore Possible Future Career Paths

Plan for Summer Internships

- Explore alumni career paths, considering a range of professional options
- Identify skills needed in various career paths
- Take courses to provide depth and breadth in your skill set
- Go to departmental workshops on different alumni career paths
- Research potential [internships and jobs](#)
- Utilize your entire career network: faculty, friends, family and Facebook/LinkedIn
- Conduct informational interviews and shadow established professionals
- Apply for summer internships and opportunities in November-March for best results
- Attend the [Internship + Career Fair](#) in spring
- Apply for [Competitive Scholarships](#) in the first few weeks of spring semester
- Attend Fulbright and Graduate School workshops in order to apply senior year, if interested

Prepare for Entry into the Professional World

- Document/photograph your creative work
- Prepare a professional portfolio and artist statement
- Keep a file of your best writing samples
- Establish effective web or online presence (www.yourname.com)
- Update your resume and link to your portfolio website in your [MICAnetwork](#) profile
- Begin thinking about/discussing the timing and value of graduate school, if interested
- Build upon relationships with faculty and staff in order to determine letters of recommendation
- Develop presentation, networking and interviewing skills
- Join & use the MICA Alumni [Facebook/LinkedIn](#) groups
- Access [grant and residency resources](#) and conduct research in your field
- Identify and connect with professional organizations relevant to your discipline

Also Consider

- Consider a concentration and discuss with your advisor
- Apply to [study abroad and mobility programs](#)
Deadline: spring, Sept 15
- Apply for a [Student Space Gallery](#) Exhibition
- Attend artist/designer/scholar lectures on and off campus
- Attend alumni panel discussions in your major
- Read or contribute to your departmental blog/website
- Build a library of books, magazines and websites that inspire and inform your work
- Submit work for Juried Undergraduate Exhibition in fall

SENIOR YEAR

Transition to Professional World

Refine and complete a coherent, conceptually sophisticated body of personal work • Research and explore opportunities and possible career paths after MICA • Develop a professional package including web presence and portfolio • Gain networking skills and exposure to promotional, commission, and exhibition strategies • Learn financial responsibility related to jobs and loans • Become familiar with professional guidelines for copyright and intellectual property issues, commissions, freelance work, exhibitions, and entrepreneurial opportunities

Prepare for Financial Independence

- Be mindful of your wellness routine during thesis: eat, sleep, exercise, manage stress
- Think about your post-MICA financial situation - clarify your student loan payment, cost of living, and other financial obligations
- Research costs of setting up a studio and acquiring necessary equipment
- Research potential cities for relocation

Refine Your Career Tools

- Document/photograph/upload your creative work
- Refine professional portfolios, writing portfolio and artist statement
- Complete effective web or online presence
- Polish and tailor resumes and cover letters to specific opportunities
- Refine presentation, networking and interview skills
- Research and connect to professional organizations within your field
- Research and pursue exhibition/publication/performance opportunities

Transition to Professional Life After MICA

- Conduct research on galleries, organizations, companies and prospective employers
- Utilize [MICAnetwork](#) and other relevant job search engines to search for opportunities and create “job agents” or RSS feeds to automatically send you relevant job postings
- Attend the [Internship + Career Fair](#) in spring and interview with organizations recruiting on campus
- Contact and network with alumni using [Facebook/LinkedIn](#)
- Conduct informational interviews and shadow established professionals
- Talk with faculty, family and friends to make personal and professional connections
- Research and visit graduate programs in your field, if pursuing graduate school
- Contact alumni currently enrolled in or having recently graduated from graduate programs of interest
- Develop an effective graduate school essay and apply in late fall (if applicable)
- Apply for jobs, Fulbright, or other grants and residencies in spring semester into summer
- Attend workshops on taxes and financial preparation
- Attend workshops on copyright laws and intellectual property

RESOURCES

at MICA

MICA Wellness Center

1501 West Mount Royal Ave and 1401 West Mount Royal Ave
Services at 1501 West Mount Royal Ave:

Fitness Center

Lower Level, 410-225-4951

Hours: Monday, Tuesday, Wednesday, Thursday 7:00 AM – Midnight,
Friday 7:00 AM – 9:00 PM, Saturday 9:00 AM – 7:00 PM,
Sunday 11:00 AM – 6:00 PM

Health Center

Upper Level, 410-225-4118

Hours: Monday, Tuesday, Wednesday, Friday 8:30 - 5:00 PM
Thursday 10:00 AM – 6:30 PM
Closed Daily from 12:00 - 1:00 PM

Urgent Walk-in Hour are the first hour of each day

Counseling Center

Lower Level, 410-225-2367

Hours: Monday - Thursday 8:30 - 6:00 PM
Friday 8:30 - 4:30 PM

Crisis Walk-Ins: Monday - Friday 3:00 - 4:00 PM

Service at 1401 West Mount Royal Ave:

Student Development Specialist

2nd Floor Bunting Center, 410-225-2422

Hours: Monday - Friday 9:00 AM – 5:00 PM

The Wellness Center at MICA is primarily responsible for the coordination and delivery of health services and health related education. The Wellness Center has four distinct areas: Fitness, Counseling, Health Services, and Student Development Specialist. The main goal of the Wellness Center is to support students in their pursuit of academic success by helping them attain balance while navigating the nexus of curricular, co-curricular, and intrapersonal activities. The Wellness Center achieves this goal by offering a robust menu of health related programming and services throughout the school year. Below is a brief description of each office:

- **Fitness Center:** Promotes healthy lifestyles and attitudes through exercise and fitness classes
- **Counseling Center:** Provides MICA students with individual, group, and crisis counseling; staff members also provide outreach and consultation to students, staff, and faculty about issues related to mental health
- **Health Center:** Serves as the place for students to receive health care
- **Student Development Specialist:** Assists in troubleshooting student problems and provides support and consultation, as needed, for student development issues

The Office of Academic Advising

2nd Floor Bunting Center, 410-225-2315

Hours: Monday - Friday 8:30 AM - 4:30 PM

The **Office of Academic Advising** assists students in making the most of their learning opportunities at MICA and taking an active role in shaping their educational experiences. We encourage you to meet frequently with your academic advisor, share information about yourself and stay invested in your academic planning.

What You Can Expect from Your Academic Advisor

- To provide up-to-date and accurate information.
- To understand and respect your legal right to the privacy of your academic records, and to discuss confidential information about you only with appropriate campus staff and only in service of your best interests.
- To understand the curriculum, graduation requirements, and institutional policies.
- To help you plan a course of study for each semester and for the long-term.
- To neither grant nor deny approval for academic actions but assist you with the process.
- To refer you to campus resources as your needs and goals are identified. Examples of resources include the Counseling Center, Learning Resource Center, Joseph Meyerhoff Center for Career Development, Office of Financial Aid and other offices at MICA, along with faculty, staff, and other students.
- To seek to understand the particular concerns that effect your academic career, to review your options, and to arrive at possible resolutions.
- To assist you in building an educational experience that is congruent with your life and career goals.
- To help you take active and ultimate responsibility for your academic career.

RESOURCES

at MICA

Office of Diversity & Intercultural Development

1st Floor Meyerhoff House, Suite 108, 443-552-1659, diversity@mica.edu
Hours: Monday - Friday 10:00 AM - 6:00 PM

The [Office of Diversity and Intercultural Development](#), an integral part of the Division of Student Affairs, bases its philosophy on inclusion and fostering recognition and respect for the voices of all students. The Office's mission is to create a welcoming environment for all students, with a specific focus on the academic, social, and cultural needs of students pertaining to issues of culture, class, race, gender, sexuality, identity, etc.

The Office also addresses the needs of and coordinates programs for artists of color and provides a friendly environment for students to bring their issues and concerns and obtain direction, information and mentoring. The Office is home to the Mentoring Network, a personal support program for African American, Asian American, Hispanic/Latino, and LGBTQ students, and the Office of Diversity and Intercultural Development (D.I.D.) Programming Committee that plans and coordinates programs that serve the cultural needs of MICA's Community. Throughout the year there are a variety of opportunities including educational and social activities that are planned and tailored to promote improvement of academic success and graduation rates of artists of color.

The Office of International Education

2nd Floor Bunting Center, Suite 220, 410-225-2243, internationaleducation@mica.edu
Hours: Monday - Friday, 8:30 AM - 4:30 PM

The [Office of International Education](#) advises international students on all F-1 immigration policies and procedures, including I-20s, visas, academic requirements, employment regulations, travel, and related matters. We also offer workshops and educational programs throughout the year for international students, covering important immigration, educational, and practical topics. We work with both degree-seeking international students and semester exchange students.

We also administer study abroad and exchange programs around the world. We advise MICA students who wish to spend a semester overseas in a program that will allow them to earn credits toward their MICA degree while engaging in a life-changing cross-cultural experience. Additionally, we assist students who wish to participate in the domestic exchange program of the Association of Independent Colleges of Art and Design (AICAD), which provides MICA students the opportunity to study for one semester at one of the participating art and design institutions throughout the United States and Canada.

Student Activities Office

1st Floor Meyerhoff House, 410-225-2284
Hours: Monday - Friday 9:00 AM - 5:00 PM

The [Student Activities Office](#) (SAO) builds community and develops students holistically as artists, leaders, and engaged global citizens. These pursuits are accomplished through facilitating innovative and diverse programming, providing leadership and involvement opportunities, and cultivating awareness, knowledge and skills. SAO is committed to fostering a culture of respect, openness, and exploration.

The Student Activities Office plans many exciting events throughout the year, such as Coffeehouse, concerts, museum trips, dance parties, and other specialty events. In addition, SAO organizes Orientation, Parent & Family Weekend and Commencement. The Student Activities Office also offers opportunities to engage in the Baltimore community through the Community Arts & Service program.

The Student Activities Office is also home to over 50 student organizations. These organizations offer a variety of involvement opportunities for students, including weekly/monthly meetings, special event programming, trips, and leadership opportunities. In addition, there is the Student Voice Association (SVA), MICA's unique form of student government.

Students can also find leadership opportunities such as Program Managers, Orientation Leaders, SVA officers, Alternative Spring Break Site Leaders, Community Site Leaders, France-Merrick Fellows, and The CREW. These leadership positions help students acquire and develop life and career skills that can be used in their studios and life beyond college.

For more information about their events and opportunities, visit their website at www.mica.edu/studentactivities or "Like" them on [Facebook](#) (MICA Student Activities).

RESOURCES

at MICA

Financial Aid Office

3rd Floor Bunting Center, Suite 370, 410-225-2285, finaid@mica.edu
Hours: Monday - Friday 8:30 AM - 4:30 PM

The **Financial Aid** staff counsels families about financial planning and assistance, makes available applications for many aid sources, and administers a variety of aid programs. Financial aid programs are available to students from all income levels—from Federal Pell grants, Federal SEOG grants, and Federal work study, reserved for the neediest of families, to low-interest non need-based student loans for students from higher income families. We encourage all students to complete the financial aid application process and to consider the full range of options to financing your education.

Joseph Meyerhoff Center for Career Development

2nd Floor Gateway Building, 410-225-2420, careerdevelopment@mica.edu
Hours: Monday - Friday 9:00 AM - 5:00 PM

The **Joseph Meyerhoff Center for Career Development**'s mission is to foster the professional growth of MICA students and alumni. The Center strives to help students and alumni succeed in their chosen career paths by offering a variety of programs, services, and resources. The staff of The Center offers individual career counseling appointments, facilitates the for-credit internship program, coordinates weekly workshops and special programs on a variety of professional development topics, and advises students and alumni seeking grants and residencies. Students can also receive advisement on graduate school applications, identifying which schools are right for them, and review of application materials and portfolios. More information, including many of the Center's professional development resources, can be found online at www.mica.edu/careerdevelopment.

Students can find opportunities for leadership development through our Peer Career Advisor (PCA) program. PCAs are students who are trained in many aspects of professional development and the numerous resources available to students and professional artists, and help to deliver these resources to the larger student body.

Documenting Your Work

As a working artist or designer, high quality documentation of your work is extremely important to career success. During your time at MICA you will need images of your most recent work to apply for the annual Competitive Scholarships, Student Space Gallery exhibitions, off-campus exhibitions and for departmental catalogues. As a professional you will need high quality images to attract new business, apply for calls-for-entry, or apply to graduate school. Each semester the Joseph Meyerhoff Center for Career Development hosts a workshop on Documenting Your Work that teaches students how to get those great quality images. This workshop covers lighting and set-up techniques, camera tips, digital formatting, and storage. For information on the next Documenting Your Work workshop, check the Career Development Program Calendar or contact the office.

Internships

As an artist or designer, you have already made a commitment to choosing a career path in a creative field. We believe that internship experiences are integral to the development of a robust career and a balance to studio practice. So many students and alumni have cited their internship experience as a key networking and learning opportunity, helping them launch their careers while allowing them to attain significant creative and business skills.

Finding internship opportunities requires a great deal of work, including self-assessment, identifying your professional development objectives, engaging in research, and preparing and sending your application materials. There are a myriad of opportunities for every discipline. The Joseph Meyerhoff Center for Career Development offers many programs each semester to help students decide on the right internship experience for them and guide them through the application process. Consult the Career Development Program Calendar or contact the office for information on upcoming programs.