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___________________________

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<th></th>
<th>Undergraduate</th>
<th>Graduate or Post-Baccalaureate</th>
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<td>Graduation Year</td>
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<td>Major/Minor</td>
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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

☐ 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 ½ at mid-semester and ½ 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?

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**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)

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**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 ____________

CAP Rev Aug 2008