

APPROVE LEARNING CONTRACT

Carefully review and approve the student's Learning Contract via email, which ensures that both the host and the intern are on the same page regarding what is expected in the internship, the duties they should expect to perform, the schedule, and whether the internship is paid or unpaid.

EXPECTATIONS & SUPERVISION

Provide your intern with adequate supervision, including clear statements of their specific duties and daily responsibilities. Expect the intern to maintain the same standards of professional behavior as expected from your staff. Periodically refer back to the Learning Contract to provide structure and continuing guidance. A weekly meeting, even if brief, keeps the lines of communication open with your intern.

GUIDANCE & EDUCATION

Although your intern may be an advanced student, you may have to coach them through some assignments. The intern has selected the internship to develop new proficiencies and improve existing skills. Let them know that it is important to ask questions when they are unsure about a project.

EVALUATE INTERN'S PROGRESS

Half-way through the internship, we ask that you fill out a Midpoint Evaluation of the intern's progress, which will be sent to you via email. At the end of the semester, there will also be a Final Evaluation sent by email, assessing the intern's overall performance.

FEEDBACK

Provide constructive and honest feedback. Your special expertise in combination with your open assessment of the intern's skills, work habits, attitude, and progress offer the student valuable direction for future professional and personal development. Sit down with the intern to review the midpoint and final evaluations so that they are aware of your assessment of their performance.

COMMUNICATION

Maintaining an open line of communication with your intern is key to a successful internship. If you will be out of the office, designate an appropriate staff member to supervise the intern in your absence. If there is a change in supervision of the intern (staff changes, new hires, etc.) please inform the Career Development Office of this important, updated information as soon as possible. Remember Career Development is always available to discuss any questions or concerns you may have over the course of the internship.

HOW LONG SHOULD AN INTERNSHIP LAST?

MICA does not have a requirement for the time span of the internship, but we specify the number of on-site hours that need to be completed for a student to receive academic credit (120 for unpaid internship and 200 for paid internships). Most internships continue over the course of an academic semester or over the summer, but can start any time of year. Sometimes, students continue to work at their internship site beyond the required hours needed to receive academic credit, but this must be agreed upon with the student.

WHAT SCHEDULE IS EXPECTED FOR THE INTERNSHIP?

The schedule is determined between the intern and internship sponsor, and usually occurs during regular office hours: Monday–Friday, 9:00 am–5:00 pm. For example, an intern may spend 2 days per week on-site at the internship location over the course of the semester, or up to 40 hours per week if interning over the summer.

DO I NEED TO PAY AN INTERN?

Internships can be paid or unpaid, and the student can still receive credit. If the internship is unpaid, you may consider offering other compensation such as a travel or meal stipend, complimentary membership at your organization, or invitations to special events.

IS THERE AN ADVANTAGE TO OFFERING A PAID INTERNSHIP?

Offering a paid internship position makes the opportunity more competitive, and can help to ensure commitment and investment on the part of the intern. If an internship includes design work, it is standard practice to pay the intern for those services.

WHAT IF MY INTERN IS AN INTERNATIONAL STUDENT?

As part of most international student's visa requirements, the student must be receiving academic credit in order to work off campus. The student must apply for Curricular Practical Training (CPT) with the MICA International Affairs Office before they can begin working with you.

WHAT IF THERE IS A PROBLEM WITH MY INTERN?

If you have any problems with your intern's performance, please be sure to give the appropriate feedback directly to the student. You may also wish to contact the Career Development Office to discuss the problem and get feedback on how best to approach the issue. In serious cases, a student may be released from their internship position, and will not receive academic credit for the internship.

WHAT IF MY INTERN WAS A HUGE SUCCESS AND I WOULD LIKE TO HIRE ANOTHER MICA STUDENT?

Please repost your position in www.MICAnetwork.com and repeat! View our [Employer Guide](#) for instructions if you are new to MICAnetwork.

INTERNSHIP BASICS

HOW DOES MICA DEFINE AN INTERNSHIP?

An internship is a formal opportunity for a student to gain real-world experience by working alongside professionals in a workplace. Many MICA undergraduate students complete internships for academic credit through the Joseph Meyerhoff Center for Career Development.

WHAT IS EXPECTED FROM AN INTERNSHIP SPONSOR?

The hosting organization is expected to provide an educational experience within a professional setting, where a student may learn about professional practice in their field. While some administrative tasks are necessary, we ask that hosts keep these to a minimum. A balance of actual work that goes beyond busywork will better provide educational opportunities to the student.

WHAT ARE THE BENEFITS OF HOSTING AN INTERN?

Organizations and businesses can benefit from creative support and fresh perspectives. Professional artists can benefit from talented studio interns. Hosting interns can also be a cost-effective way to recruit and train/evaluate potential employees.

KEYS TO A SUCCESSFUL INTERNSHIP

SUPERVISION

Like an employee, an intern requires supervision, training, and guidance. There should be one person who is designated as the intern’s supervisor. This supervisor should be more skilled in the specific type of work being completed by the intern, and make themselves available to the intern to answer questions and provide feedback. The guidance of the supervisor is the key to a successful internship and why we require a supervisor to be present while the intern is working.

MEANINGFUL TASKS

Internships can sometimes include less than glamorous work, such as filing, and other administrative tasks. MICA feels that internships can and should also include more meaningful work, where an intern’s time is balanced between supporting an organization in meeting their goals, and being educated within the field.

ENVIRONMENT AND RESOURCES

As an intern host, you will need to be able to provide a safe and professional setting for the student to work in. An internship sponsor is required to furnish an appropriate workstation, where an intern has access to the tools and resources necessary to complete their work. In an office setting, these resources may include a desk, computer, and software. In a studio setting, this would mean working in a safe, well-ventilated area, with access to emergency supplies and protective gear if necessary. The majority of the work done by the intern must be completed on site, not virtually.

FEEDBACK

Be sure to make the time to regularly meet with your intern to ensure that they are remaining on track, and provide them with feedback. Since an internship is a learning experience, it is important to recognize your intern’s strengths and weaknesses, and provide constructive criticism over the course of their internship.

MICA INTERNSHIP REQUIREMENTS

Students completing an internship need to complete the following requirements in order to receive academic credit:

LEARNING CONTRACT

This solidifies the internship, and requires approval from the student’s department chairperson and the Career Development office in order to register the student for academic credit.

MINIMUM HOURS

Paid Internship:
200 hours

Unpaid Internship:
120 hours

PROJECTS

- Log of Hours: Midpoint & Final
- 3 Informational Interviews
- Resume & Cover Letter Sample
- Midpoint & Final Evaluations (completed by supervisor)
- Midpoint & Final Questionnaires (completed by the intern)
- Professional 5-Year Plan
- Final Internship Summary
- Final Presentation

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT EXPERIENCES AN INTERN CAN EXPECT FROM AN INTERNSHIP:

- Learn about different work settings and understand their own individual preferences
- Develop leadership skills, become a team player, and yet be able to work independently
- Build their work history and gain skills to help them achieve their next goal
- Put into practice what they have learned in the classroom, adding to their portfolio
- Get feedback from professionals in their field and expand their network of professional contacts