PROGRAM OVERVIEW
Internships are credit bearing employment opportunities which students can undertake to fulfill studio or academic elective requirements. A number of internships are available in both studio and art administration areas where students gain professional, hands-on experience by working in business, museum, gallery, or studio environments. Students also are invited to develop their own internships.

INTERNSHIP ACTIVITIES
The College’s expectation is that internship activities will be directly related to and contribute to the student’s professional artistic development. The student is responsible for outlining in the Internship Proposal the relevance of the experience and what will be learned.

INTERNSHIP REQUIREMENTS
Students are eligible for internships in their junior and senior year with an overall 2.0 GPA. The maximum amount of credits a student can earn through internships is six credits. Exceptions will be considered by the Vice President of Academic Affairs.

CREDITS
Internships bear 1, 2, or 3 credits applied to studio or academic elective requirements. Each credit equals 3 hours of work per week for 15 weeks. Hours may be averaged over a semester. Therefore, one credit = 3 hours/week X 15 weeks, or 45 hours total. Two credits = 6 hours/week x 15 weeks, or 90 hours total. Three credits = 9 hours/week X 15 weeks, or 135 hours total.

EVALUATIONS AND GRADES
At the end of the semester, evaluation forms will be provided to the Internship Employer and to the MECA student. These will be completed and returned to the Internship Coordinator. The Faculty Sponsor will utilize these evaluations in monitoring the internship and in determining a grade at the semester’s end. Upon conclusion of the internship, the Faculty Sponsor will complete a Faculty Summary of Internship form, which will be forwarded with the grade to the Internship Coordinator & College Registrar.

WAGES
An internship is understood to be an actual employment situation. Therefore, if the internship is not credit bearing, the College expects that interns will be paid for the services they render.

INTERNSHIP PROPOSAL
Students are responsible for developing an Internship Proposal. The proposal will describe the intern’s duties and responsibilities, the work schedule, educational objectives, the means for evaluating the experience, and how it is relevant to the intern’s overall professional development. The proposal will be submitted to the Faculty Sponsor, Internship Coordinator and Dean of the College for review and approval.

INTERNSHIP CONTRACT
Upon the College’s approval of the Internship Proposal, the intern and the employer will enter into a formal agreement outlined in the Internship Contract Terms.

INTERNSHIP TIMEFRAME
Internships must correspond to MECA semester course registration, add/drop calendar schedules, and must comply with the College’s policies governing academic affairs.

FEES
There are no additional tuition costs if the credits earned for the internship semester remain at 18 credits or below. There is a $75 Administrative Fee.
INTERNSHIPS: STEP BY STEP

STEP 1: CHECK IN WITH ARTISTS AT WORK
Discuss internship opportunities that meet your goals.

STEP 2: CHECK WITH THE REGISTRAR OR ACADEMIC ADVISING
Confirm the following:
+ You have a 2.0 GPA
+ You can use the internship credits to fulfill studio or elective credits
+ You do not already have 18 credits in a semester
+ Get a copy of your control sheet + transcripts

STEP 3: CREATE AN INTERNSHIP PROPOSAL
This outlines the internship activities, duties, and responsibilities as well as a work schedule and educational objectives.

STEP 4: GET A FACULTY SPONSOR
This is a faculty member who has expertise in the area of your internship. They will evaluate your internship experience and give you a grade. Know that the department chair will also approve the internship.

STEP 5: COMPLETE AND FILE THE INTERNSHIP CONTRACT
+ Signature from employer
+ Signature from faculty sponsor
+ Signature from department chair if used towards majors credits
+ Signature from student

THE INTERNSHIP PROPOSAL

Write your Internship Proposal using the following six headings and include the information indicated for each one. Keep your proposal to no more than two typewritten pages.

a) Internship Employer Description Briefly describe the business/organization, the services and/or products offered, the kind of organization (profit/non-profit; proprietorship/corporation), and any other pertinent information about the Internship Employer useful to understanding their character and work.

b) Intern’s Duties and Responsibilities List these. You should discuss these and have an agreement with your Internship Employer before you commit your list to paper.

c) Educational Objectives List what you intend to learn through the internship—be specific. See the Sample Internship Proposal for guidance.

d) Means of Evaluation Describe what means you will use to demonstrate your learning (paper, artwork, presentation, journal)—again, be specific.
An Internship Record, detailing hours worked, tasks/projects completed, materials used, and personal insights gained that are relevant to your professional development, is required. A final presentation, paper, or project is to be prepared and presented to your Faculty Sponsor as one of the means of evaluation and grading the Internship experience and fulfillment of the educational objectives.
**e) Educational Relevance** Discuss how this internship is relevant to and supports your overall professional development.

**f) Intern’s Schedule** Outline your weekly academic course and internship work schedule, as well as your meeting schedule over the semester with your Faculty Sponsor.

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**SAMPLE INTERNSHIP PROPOSAL**

**Student Intern:** Aspiring Artist  
**Faculty Sponsor:** Kindly Mentor  
**Internship Proposal:** Furniture Maker’s Assistant/Intern  
**Internship Employer:** Crossett Hill Designs  
17 Tourin Lane  
Duxbury, Maine

**Internship Employer Description**  
Crossett Hill Designs is a small business operated by two partners, Janet Stein and Frank Butler. They have been building custom designed, one-of-a-kind furniture together for fifteen years. Recently, they developed a line of furniture they are now marketing and producing. They specialize in creating furniture that combines different media, including ceramic, wood, stone, textiles, and metal. Janet Stein majored in industrial design at Pratt Institute and received further training in furniture design and construction at the North Bennett Street School in Boston, MA. Frank Butler, has a B.F.A. degree in ceramics from Alfred University. Prior to starting Crossett Hill Designs with Janet Stein, Mr. Butler managed a business producing ceramic architectural components. Their clients include private individuals, corporations, and interior designers.

**Duties and Responsibilities**  
My work will be to assist in the construction of Crossett Hill Designs’ line of furniture (comprised of a sofa, club chair, side table, and coffee table) which are done in limited production runs. My duties will include milling lumber, shaping parts, veneering, assembly, finish preparation, and finishing. It is not clear whether or not I will participate in production of ceramic components or the upholstering, although I have requested having opportunity to learn the upholstery process. Production flow and schedule will dictate this. I will participate/assist in the design of at least one commissioned piece.

**Educational Objectives**  
My educational objectives for this internship include:  
1. I will read articles in Fine Woodworking magazine about vacuum-form veneering, and I will learn how to veneer furniture components using this process.  
2. I will expand and refine my woodworking skills and knowledge.  
3. I will read Fine Furniture Upholstering by S. Bellingham, and I will learn practical aspects of how to incorporate textiles and upholstery into furniture design and construction.  
4. I will learn how two artists with backgrounds and expertise in different media collaborate to create furniture.  
5. I will be introduced to and learn about small business practices in the marketplace.

**Means of Evaluation**  
1. I will create a portfolio-journal detailing my experiences and learning during this internship. On a weekly basis, I will document by means of photographs my work in progress, as well as finished products. I will incorporate these photographs in the portfolio-journal with regular, narrative journal entries describing my work activities and learning. I also will include any working drawings/sketches I make, cutting lists, or other documents created as part of my internship activities.  
2. I will write a minimum five-page paper describing Crossett Hill Designs business structure and organization. In it, I will examine how Frank Butler and Janet Stein work and collaborate together in designing and producing furniture, in managing their business, and in working with clients.
Educational Relevance
My long-term goal is to own and operate a furniture business producing high quality goods. Currently, I am interested in the design and construction of upholstered furniture. My educational plan is to graduate from MECA with my B.F.A. in sculpture, specializing in wood and fiber constructions. Following graduation next year, I intend to get a job working for a furniture maker to continue building my knowledge and skills in woodworking or to enroll in a furniture design and construction program like that at the North Bennett Street School.

This internship will provide me with a number of learning opportunities, all of which contribute to achieving my educational and career goals. I will be able to increase my knowledge of woodworking techniques and processes (specifically satisfying my desire to learn how to do vacuum-form veneering) and of furniture design and construction (especially of upholstered furniture). I will get hands-on experience doing woodworking, thus increasing my skills. I will see a small business in operation and how it is organized and managed. I will have opportunity to ask questions of and receive personal training from two practicing artists.

Especially exciting to me, and unique to this setting, is the prospect of seeing how Stein and Butler work together in their design process to meld their different expertise and backgrounds into a final product. Hopefully, this will help me think more broadly about how I might collaborate with other artists and craftspeople.

Schedule
Monday: Sculpture 8:00 – 11:00
Internship 1:00 – 5:30

Tuesday: Studio time 8:00 – 3:00
Internship Supervision 3:00 – 3:30 (meeting with Kindly Mentor)
Critical Issues 4:00 – 5:30

Wednesday: Internship 7:30 – 11:30
Sculpture 1:00 – 4:00

Thursday: Studio Time 8:00 – 3:30
Critical Issues 4:00 – 5:30

Friday: Sculpture 8:00 – 11:00
Internship 1:00 – 4:00
MAINE COLLEGE OF ART INTERNSHIP CONTRACT TERMS

The following terms define and govern the academic internship for the Maine College of Art student named on the internship contract with the business or organization also named on the internship contract. The parties signing the contract agree to honor the terms listed below.

1. The Internship
   The internship is an employment situation the MECA student (hereafter known as the Intern) undertakes with the named business or organization (hereafter known as the Internship Employer). The internship is for a specified period of time for which academic credit (1, 2, or 3 credits) is awarded towards the fulfillment of MECA studio or academic elective requirements. Credit is awarded upon the student’s successful completion of the agreed upon work and hours requirements and fulfillment of proposed learning objectives and activities described in the Internship Proposal.

2. Intern-Internship Employer Relationship
   For the duration of the internship, the Intern is understood to be an employee of the Internship Employer. As an employee, the Intern agrees to conform to the norms of conduct expected by the Internship Employer of any regular employee and as governed by local, state, and federal laws and regulations. Prior to entering into the internship, the Intern and the Internship Employer will agree what the Intern’s activities, duties, and responsibilities will be, and these will be documented in the Internship Proposal.

3. Internship Proposal
   In order to obtain credit for a planned internship, the student must submit a detailed internship proposal to the Internship Coordinator. The proposal must include: a brief description of the Internship Employer’s organization; the internship activities, duties, and responsibilities; the Intern’s course and internship work schedules; the educational objectives for the internship; the means for evaluating the learning; and a description of how the internship is relevant to and supports the Intern’s professional development. The Intern is responsible for reaching agreement with the Internship Employer about the internship activities, duties, and responsibilities and fairly representing these in the Internship Proposal. The Internship Proposal will be attached to this document. The Intern is expected to give a copy of the Internship Proposal to the Internship Employer.

4. Faculty Sponsor
   The Intern will identify a Faculty Sponsor whose role is to monitor, supervise, and evaluate the internship experience. The Faculty Sponsor will have some expertise in the subject area of the internship. The Faculty Sponsor agrees to fulfill the following activities as part of the sponsorship role: weekly meeting/communication with the Intern during the course of the internship to monitor and supervise the Intern’s experience; communicating with the Internship Employer when circumstances warrant; maintaining a Faculty Contact Log of contacts with the Intern and the Internship Employer; and evaluating and grading the internship.

5. Evaluation and Grades
   At the semester’s end, a final evaluation form will be emailed to the Intern for the Employer and student. These forms will be collected by the Internship Coordinator and distributed to the Faculty Sponsor to be used in determining a grade at the semester’s end.

6. Dispute Resolution
   If the Intern and Internship Employer find themselves in conflict that they are unable to resolve, they agree to solicit the assistance of the Faculty Sponsor to mediate the situation. If the Faculty Sponsor considers it necessary, the Internship Coordinator can be asked to participate in a mediation. All efforts will be made to reach mutually satisfactory resolution to the conflict. Termination of the internship will be a last resort and will be arrived at as part of a mediation attempt. In the case of a terminated internship, the Faculty Sponsor will determine whether no, partial, or full credit for the internship is to be granted.

7. Agreement to Participate
   By signing the Internship Contract the persons doing so indicate their willing participation in the internship as outlined in the terms on this page and in the Internship Proposal submitted by the Intern. The Dean of the College’s signature indicates the College’s final acceptance of the internship for credit and the College’s participation.

8. Administrative Fee
   By signing the contract, the student agrees to the $75 administrative fee assessed for the internship semester.