

# Graduate Professional Development Checklist

**MICA**



## YOU

### Activate Your Practice

- Getting Started
- Building a Community & Creative Network
- Developing Research & Studio Practice
- Refining Your Career Tools
- Transitioning to Professional Life After MICA
- Continued Education

## YOU+

### Enhance Your Practice

- Entrepreneurship
- Exhibiting
- Writing
- Teaching
- Curating

● — [graduate.mica.edu/checklist](https://graduate.mica.edu/checklist) — ●

# YOU

## Activate Your Practice

### Getting Started

- Establish and use your MICA email account
- Attend Graduate Orientation activities
- Familiarize yourself with the [Graduate Student Field Guide](#)
- Discuss your degree plan, course selection and sequencing with program director / advisor
  - ❑ Plan semesters ahead; research elective courses and sequencing
  - ❑ Explore the possibility of a [Graduate Teaching Internship](#)
  - ❑ Consider taking a course at a nearby institution through the [Baltimore Student Exchange Program \(BSEP\)](#)
  - ❑ Consider the Certificate for College Teaching of Art (MFA only)
- Become familiar with MICA's research and technical resources:
  - ❑ [Graduate Studies](#)
  - ❑ [Center for Art Education](#)
  - ❑ [Decker Library](#)
  - ❑ [Writing Studio](#)
  - ❑ [Career Development](#)
  - ❑ [Graduate Research Lab](#)
  - ❑ [Woodshop](#)
- Attend skill based orientations in the [Graduate Research Lab](#) and [Woodshop](#) to access specialized resources and equipment
- Create your profile in [MICAnetwork](#), the job and opportunity database with Career Development

### Building a Community and Creative Network

- Visit local galleries and museums and attend exhibitions, performances, festivals using these resources:
  - ❑ [BmoreArt](#)
  - ❑ [CityPaper](#)
- Visit national exhibitions and events: Visit Armory Arts Week in NY, Printed Matter Book Fair in NY, or similar events, biennials, etc.
- Research and connect to professional organizations within your field
- Get to know the faculty members and other students in your graduate community
- Hold open studio visits with peers and across programs
- Engage with the broader Baltimore community; volunteer on and off-campus
- Activate underutilized spaces and innovative venues in Baltimore for exhibitions, events and workshops in collaboration with peers
- Participate or become a member of the [Graduate Student Council](#) (student government)
- Apply for a solo student exhibition through [GradEX](#) (student-run gallery series) and group exhibitions nationally and internationally
- Attend or present at Salons (monthly artist showcase)
- Apply for funding for a graduate Pop-Up Event, graduate student activity funds
- Research and apply for summer internships or opportunities in November-March for best results
- Join & use the [MICA Alumni Facebook/LinkedIn](#) groups for networking with alumni
- Join [MICA Career Development Facebook group](#) for schedule of career development workshops

# YOU

## Activate Your Practice

### Developing Research and Studio Practice

- Attend artist/designer/scholar lectures on and off campus
- Utilize the [Writing Studio](#) and [Decker Library](#) to hone your research and writing skills
- Make an appointment with your program's library specialist to discuss research in support of your courses and studio or design practices, papers, etc.
- Build a bibliography of books, magazines and websites that inspire and inform your work
- Apply for a [Graduate Research Development Grant](#) to support your creative practice
- Apply for an [Office of Community Engagement Grant](#) to support work in the Baltimore community
- Submit work for the 1st Year Graduate Juried Exhibition
- Attend alumni panel discussions
- Develop mentor relationships with someone on campus (student, faculty, staff)
- View student/alumni websites and work in [MICA Portfolios](#) to explore possible career paths
- Take advantage of free tech (software/hardware) tutorials at Lynda.com
- Attend a Documenting Your Work program or [watch a tutorial online](#)

### Refining Your Career Tools

- Visit [Career Development](#) and [schedule an appointment](#) with a Career Counselor
- Refine and update your resume and cover letter
- Document/photograph/upload your creative work
- Prepare a professional portfolio and artist statement
- Keep a file of your best writing samples as your writing portfolio
- Create your profile in [MICA Portfolios](#)
- Establish effective web or online presence ([www.yourname.com](#))
- Refine presentation, networking and interviewing skills
- Find and apply for opportunities for public speaking and giving presentations:
  - [Ignite Baltimore](#) (September & March)
  - [College Art Association student panels](#) (February)
  - [Society for Photographic Education](#) (March)
  - [Art Bytes](#) (February)
  - [Critical Studies Symposium](#) (May)
  - [Betamore](#) (Ongoing)
- Access [grant and residency resources](#)
- Identify faculty and staff for references

# YOU

## Activate Your Practice

### Transitioning 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 email you relevant job postings
- Attend the [Internship + Career Fair](#) in spring and interview with organizations recruiting on campus
- Apply for the [Fine Art Portfolio Reviews](#) to have your work reviewed by regional galleries
- Research and network with alumni using [Facebook/LinkedIn](#)
- Talk with faculty, family and friends to make personal and professional connections
- Identify and join professional organizations relevant to your discipline
- Conduct informational interviews and shadow established professionals
- Apply for jobs, graduate school, Fulbright, or other grants and residencies in spring semester into summer ([Open Society Institute](#), [Baker](#), [Sondheim](#), [Rubys](#))
- Tailor your professional package to specific opportunities
- Research and pursue exhibition/publication/performance opportunities
- Attend spring Fulbright workshops to apply in summer
- Attend spring workshops on taxes and financial preparation, copyright and intellectual property
- Think about your post-MICA financial situation - find out your student loan payment, cost of living, and other financial obligations
- Research costs of setting up a studio or practice, and acquiring necessary equipment
- Research potential cities for relocation

### Post-Bacs & Beyond: Continued Education

- If pursuing graduate school, research and visit graduate or doctoral programs in your field
- Contact alumni currently enrolled in or recently graduated from graduate programs of interest
- Develop an effective graduate essay and application materials and apply in late fall (if applicable)

# YOU+

## Enhance Your Practice

### Entrepreneurship

#### LEARN

- Take [additional business courses from the School of Professional and Continuing Studies \(CSPD 250's\)](#)
- Apply for the [Master of Professional Studies in the Business of Art and Design](#) (one year online program)
- Attend Career Development Workshops on Taxes, Financial Strategies, Marketing, Copyright, Pricing Your Work & Kickstarter
- Consider enrolling in business courses through the [Baltimore Student Exchange Program](#) (University of Baltimore & Johns Hopkins Carey School of Business)
- Attend workshops held by professional associations (ex. [AIGA](#), SBA)
- Enroll in online professional development course (ex. [Skillshare](#), [99U](#), [MOOC](#), [Coursera](#)) to fit your business needs

#### ENGAGE

- Attend MICA [“Mind Your Business” Events](#)
- Attend Alumni Panels (Offered in Fall)
- Attend Johns Hopkins Carey School of Business, University of Baltimore, Towson University (Global Towson) business workshops
- Pitch your goals/product/service at events:
  - [Ignite](#)
  - [TEDx](#)
  - [Toastmasters](#)
- Find an angel funder or conduct crowdsource funding (ex. [Kickstarter](#), [Indiegogo](#))

### Exhibiting

#### LEARN

- PD 5570 Professional Practice for Visual Artist
- CRT 5524 Crisis Century
- AH 5582 Graduate Survey of Art, Design and Theory
- [Career Development Workshops on Grants & Residencies, Approaching Galleries, Self Promotion & Professional Package](#)

#### ENGAGE

- Apply to local Calls for Entry on the MICA network (search Calls for Entry) (ex. [Baker](#), [Sondheim](#), [Rubys](#), PNC)
- Utilize the [Career Development Grant & Residency Sourcebook](#) and [Career Development Delicious links](#)
- Visiting Galleries and Attending Openings locally and regionally ([Places and Spaces](#), [Art Collecting Resources](#))
- Apply for a [GradEx](#) solo exhibition in Studio Center
- Participate in the Salon Series artist lectures

# YOU+

## Enhance Your Practice

### Writing

#### LEARN

- CP 5500 Writing for Artists, Critics and Curators
- CWRT 5559 Finding Words
- CRT 5574 Design / Writing / Research
- CRT 5618 Thesis Writing and Research
- CRST 5700 Thesis Methods Workshop
- GD 5562 Design Language Studio
- CWRT 5403 Advanced Creative Writing

#### ENGAGE

- Submit to local art publications: [What Weekly](#), [Bmore Art](#), [City Paper](#)
- Submit to national art publications
- Publish your work on blogs relevant to your area of study
- Apply to work as a Writing Assistant in the [Learning Resource Center](#)
- Attend professional art history/critical studies writing conferences
  - [College Art Association](#)
  - [Maryland Writer's Association](#)

### Teaching

#### LEARN

- ED 5533 Philosophy and Pedagogy
- Find an appropriate [Graduate Teaching Internship \(GTI\)](#) that best suits your career goals
- Build relationships with undergraduate and graduate faculty mentors
- For those considering a career in K-12 teaching, research in art education, or master's level programs in community arts or studio arts for art educators, [resources can be found at the Center for Art Education](#)

#### ENGAGE

- Participate in teaching and learning with technology workshops held by [MICA Academic Affairs](#) (ex. Moodle, Behance, Lynda, Kaltura) Click Events.
- [Baltimore Design School](#)
- Attend and get involved in professional education conferences:
  - [National Art Education Association](#)
  - [Maryland Art Education Association](#)
  - [College Art Association](#)
  - [Society of Photographic Educators](#)
  - [National Council on Education for Ceramic Arts](#)

### Curating

#### LEARN

- CP 5500 Writing for Artists, Critics and Curators
- CP 5800 Interdisciplinary Approaches to Curatorial Practice
- CP 5700 Connecting Audiences

#### ENGAGE

- Publish your work on blogs and in publications relevant to your field of study, and present at national conferences
- Apply for a Graduate Exhibition Assistant and mentor with the Office of Exhibitions team
- Join the Grad Ex jury to coordinate solo student exhibitions
- Apply for PNC Grant, MICA LAB Grant, Apply for Open Society Institute Fellowship
- Propose an exhibition to [John Fonda Gallery](#), [Area 405](#), [Gallery CA](#), [Maryland Art Place](#), [The Creative Alliance](#), [School 33](#), [Apex Art in NY](#), etc.