KCAI’s Internship Program Student Learning Outcomes

KCAI internships are supervised work experiences that are related to a student's major or area of interest. Academic credit can be earned through enrollment in an internship course during the semester the student is completing the work experience. Upon completion of an internship, students will be able to:

- Strengthen their professional work habits, in turn giving them a competitive advantage over peers with limited practical work experience.
- Attain first-hand knowledge of an organization and/or industry to help them focus their career goals.
- Establish networking contacts and professional references with individuals in the arts community.
- Collect resume and portfolio materials.

Criteria Used in Approving Internship Sites

- Internship sites must provide a current certificate of liability insurance for the intern’s work place.
- The internship site must assign a staff member to teach and mentor the student in the skills he/she will be using during the internship.
- The internship site must provide an appropriately credentialed staff member to teach and mentor the student.
- The internship site must provide a detailed internship description, including tasks to be performed and educational benefits to a student. To maintain the academic objectives of the internship program, KCAI students may intern with studio artists when the artist’s work permits him/her to mentor the student in various aspects of the implementation of a particular project.
- The duration of the internship must cover a full semester (12-16 weeks).
- There must be at least 90 hours of work on-site for the intern in order for him/her to earn three academic credits.
- The internship tasks must be pre-professional and related to KCAI’s art & design academic programs.
- The internship must be onsite at an established business. Virtual or work-at-home internships are seldom approved.
- The internship site must provide necessary equipment, software, and workspace.

Contract with a KCAI Intern

- Prospective internship sites must fill out a request for intern form and attach an internship description including duties to be performed by the intern.
- KCAI staff may request a site visit once the request for intern form is submitted.
- KCAI’s office of Special Programs will maintain a list of sites and will distribute the list to interested students.
- Students are expected to arrange interviews with potential sites and be prepared to present a resume and samples of their work.
- The site supervisor will have the opportunity to review resumes and portfolios, interview applicants and decide on the best candidate.
Expectations of Internship Sites

In order for experiential learning to be successful, we ask that the site do the following:

• Meet with the student intern to discuss and understand the student's learning objectives and their relevance to the student’s major curriculum.
• Provide a clear description of the job or project in which the student will be participating.
• Identify the staff member who has the responsibility of mentoring of the student on a regular basis.
• Provide opportunities for the student to achieve personal learning objectives.
• Provide regular feedback/ follow-up with the student to ensure he/she understands expectations and is given the opportunity to ask questions.
• Agree to abide by appropriate standards of professional conduct and provide a functional and healthy workspace.
• Complete and return the mid-term and final internship evaluation forms by the due date. The final evaluation counts for 60% of the student's grade.

Information for Internship Sites

• All Internship sites must agree to release and hold harmless the Kansas City Art Institute from any claims, suits, or liabilities related to the internship.
• Site supervisors are under no obligation to select a student should they determine that none meets their needs.
• Internships should start at the beginning of each semester and end with the conclusion of the semester.
• KCAI cannot guarantee that an internship request will be filled in a given semester. There are usually more internship sites looking for interns than there are students available to do internships. Offering financial compensation will likely increase your applicant pool.
• In order to attract the student who would be the best fit for your internship, please provide a detailed internship description.
• Advertise your internship a couple of months before the start of a given semester to increase the likelihood of finding interns. Semesters begin in late August (for the Fall), late January (for the Spring) and early June (for the Summer).

IMPORTANT!

KCAI adheres to the National Association of Colleges and Employers (NACE) definition of internships.

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and they give employers the opportunity to guide and evaluate talent.
See more at www.naceweb.org/connections/advocacy/internship_position_paper/#sthash.M2VBYe6S.dpuf

Credit may be earned whether the internship is paid or unpaid. However, if an internship is unpaid in a for-profit business, then it is the expectation of KCAI that the employer will observe Fact Sheet #71 under the Fair Labor Standards Act (FLSA). Fact Sheet #71, as interpreted by KCAI, means that an internship is a training/learning experience as opposed to employment and must be predominantly for the benefit of the student and not the internship site.

Not for profit organizations are generally exempt from the federal guidelines concerning whether an intern is
paid or unpaid. For more information, visit [http://www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)