

CONTRACT FORM

Due date: August 30th 2010

INTERNSHIP INFORMATION

Name: _____ ID#: _____ Dept: _____

Class Level: _____ KCAI Email: _____ Ph #: _____

Internship Semester: Summer I Summer II Fall Spring Winter

Internship Credit/Hrs for this semester: 3 hrs 6 hrs 9 hrs 12 hrs

Apply credits to: Studio Elective Req. Internship Art History LA Elective

Creative Writing

STUDENT COMMITMENT

In order for me to get credit for this internship experience, I agree to do the following:

- Work in accordance with the job description agreed upon by the internship site supervisor and me.
- Make my personal learning goals known to my site supervisor in the early days of my internship.
- Conduct myself in a professional manner and be willing to learn and develop new skills.
- Meet with my faculty supervisor mid way through the internship to inform him/her of how the internship is progressing.
- Complete the required contact hours with the internship site before the end of the semester. If I don't, I understand that I will receive a failing grade for the internship.
- Write a *reflection paper* that follows the guidelines provided and submit it to the Career Services office by the due date. The paper accounts for 25% of the internship grade.
- Complete and return the student evaluation to the Career Services office by the due date provided by Career Services.

In consideration of the ability to participate in and obtain the benefits and privileges of the Internship Program, I further agree to and do hereby release, waive, discharge, and covenant not to sue and hold harmless the Kansas City Art Institute, and its officers, agents, directors, representatives, and employees from any and all liabilities, claims, suits, actions, costs, and expenses as a result of any negligence, misconduct, error, or omission by me, any other individual, entity, or participant connected with the Internship, or the Site and/or Site Supervisor, its officers, agents, directors, representatives, and employees.

In addition, I agree to release, waive, discharge, and covenant not to sue and hold harmless the Kansas City Art Institute, and its officers, agents, directors, representatives, and employees from any direct, indirect, special, or consequential damages that I may incur as a result of my participation in any Internship. Finally, I agree to accept full and total responsibility for my actions at all times while a participant in any Internship.

I have read the terms of this agreement and I understand and agree to the terms and conditions of this agreement.

Signature of STUDENT

Date

My learning goals for this internship are:

Signature of STUDENT / Date

Signature of INTERNSHIP SITE SUPERVISOR / Date

Signature of FACULTY SUPERVISOR / Date

FACULTY SUPERVISOR COMMITMENT

Name: _____ Department: _____

Phone #: _____ Email: _____

To ensure the student has a successful internship experience, I agree to do the following:

- Meet with the student to discuss and ensure the student's learning goals are consistent with the expected learning outcomes of the major curriculum.
- Be available to the student on a regular basis to provide support and guidance during the internship.
- Meet with the student mid way through the internship to get information on how the internship is progressing.
- Review the site's evaluation of the student, the student's *reflection paper* and the student's evaluation of the internship site when assigning the student a grade for the internship.
- Use the grading worksheet provided by Career Services to determine the students' grades.
- Submit the student's grade for the internship online in a timely manner when final grades are due for that semester.

Signature of FACULTY SUPERVISOR

Date

Signature of DEPARTMENT CHAIR / PROGRAM HEAD / SCHOOL DIRECTOR

Date

INTERNSHIP SITE COMMITMENT

Site Supervisor: _____ Title: _____

Organization: _____

Physical Address: _____

Phone #: _____ Fax #: _____

Email: _____

To ensure the intern has a successful learning experience, the Site Supervisor agrees to do the following:

- Meet with the intern at the beginning of the internship semester to help identify learning goals for the internship.
- Assist with the development and mentoring of the intern on a regular basis and provide an opportunity for the intern to achieve personal learning goals.
- Provide regular feedback/ follow-up with the intern 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, safe, and healthy workspace in compliance with all applicable health and safety standards.
- Contact Career Services if there are questions/concerns about the internship or the intern.
- Complete and return the evaluation of the intern to the Career Services office by the due date provided by Career Services.

On or before the Internship start date, the Site and/or Site Supervisor agrees to provide the Kansas City Art Institute with a certificate of insurance.

In consideration of participating in the Kansas City Art Institute’s Internship Program, the Site and/or Site Supervisor agrees to and does hereby release, waive, discharge, and covenant not to sue and hold harmless the Kansas City Art Institute, and its officers, agents, directors, representatives, and employees from any and all liabilities, claims, suits, actions, costs, and expenses as a result of any negligence, misconduct, error, or omission of the Site and/or Site Supervisor, its officers, agents, directors, representatives, and employees.

Signature of SITE SUPERVISOR

Date