

INTERNSHIP POLICIES

Students May Participate in the Internship Program If:

- They have completed their sophomore level studio.
- They have a cumulative GPA of 2.0 or above.
- A faculty member from the student’s department agrees to act as a faculty supervisor for an internship.
- The Career Services office and the student’s Department Chair approves of the internship site.
- The internship has a strong mentorship component.
- They are transfer students who have completed one semester in major studio at KCAI.
- They have credit for other internships, but the total credit hours applied toward the BFA degree does not exceed 12 hours.

Students will earn academic credit by working a specified number of hours based on the number of credit hours they wish to receive. Students will be required to keep a time log of the hours they complete during their internship. **Failure to complete the minimum required onsite hours will result in an automatic failing grade (F).**

Number of credit hours	Average Onsite Hours per week (15 weeks are in a full-length semester.)	Minimum Onsite Hours Required per Semester
3	6	90
6	12	180
9	18	270
12	24	360

Please be aware that during the shorter winter and summer “Intersessions”, students are still required to complete the minimum required onsite hours. (For example, a student must still be onsite for a minimum of 90 hours to receive 3 credits, despite the 4-week time period of the intersession.)

Steps to Register for the Internship Program:

All paperwork begins and ends with the Career Services office.

- An intent form is filled out by the student and is signed by his/her prospective faculty supervisor attesting to the student’s readiness to do an internship. The completed form must be turned in to the Career Services office no later than **February 1st, 2010** in order for the office to verify the student’s eligibility to do an internship. Once eligibility is verified, the student is enrolled in the internship program.
- In order to receive credit for an internship, the student must turn in the following:
 - 1) Intent form due by the last day of add/drop.
 - 2) Contract form in which the student outlines his/her learning goals in consultation with the internship site supervisor. The contract must be signed by the student, internship site supervisor, faculty supervisor and the Chair of the department agreeing to follow the stated guidelines and work together to ensure the student’s learning goals are met. Students have until **February 19th 2010** to obtain all signatures and return the completed form to the Career Services office.

- 3) Reflection paper detailing how the experiences during the internship have helped fulfill the learning goals. The reflection paper is due **May 7th, 2010** (details of the *reflection paper* are outlined in the Academic Component section below)
- 4) Evaluation of the internship, due **May 7th, 2010**
- 5) Time log, signed by student and internship site supervisor showing that the required contact hours for the internship have been met. Due **May 7th, 2010**

- Deadline dates are different for winter and summer sessions. All paperwork, in the summer and winter intersessions, is due to Career Services office no later than 3 p.m. on the first day of the session. This applies to both the intent and the contract forms. Refer to due dates written on the forms.

Information For Internship Sites:

- New companies/individuals must fill out a request for intern form and attach an internship description including duties to be performed by the intern.
- Once the request for intern form is turned in, the Career Services staff will conduct a site visit.
- Career Services will maintain a list of past 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, select and interview applicants and decide on the best candidate.
- 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.
- Site supervisors are under no obligation to select a student should they determine that none meets their needs.
- Internships can be paid or unpaid experiences. Offering compensation increases a site's likelihood of receiving applications. It is understood that most non-profit organizations are unable to offer payment.

KCAI Expectations For 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 goals 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.
- Assign a staff member to assist with the development and mentoring of the student on a regular basis.
- Give an opportunity for the student to achieve personal learning goals.
- 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 internship evaluation form by the due date. The evaluation is used by the faculty supervisor in assigning the student's grade.

KCAI Expectations Of Students:

In addition to the requirements outlined above, the student is expected to:

- Work in accordance with the job description agreed upon by the internship site supervisor and you. Should you need to change the time due to an unavoidable conflict, you are expected to inform the site supervisor as far in advance as possible.
- Make your personal learning goals known to your site supervisor in the early days of your internship.
- Conduct yourself in a professional manner and be willing to learn and develop new skills.
- Regularly inform the faculty supervisor of how the internship is progressing.
- By the due date, submit a *reflection paper*, to the Career Services office detailing how your experiences during the internship have helped fulfill your learning goals. The *reflection paper* is used by the faculty supervisor in assigning your grade. (details of the *reflection paper* are outlined in the Academic Component section below)
- Complete and return the evaluation of the internship to the Career Services office by the due date.
- Remind the site supervisor of completing and sending in his/her evaluation of you by the due date.

Academic Component

Students who participate in an internship for credit are expected to write a 750 – 800 word *reflection paper* that describes how their experiences during the internship have helped fulfill the learning goals they have set for themselves. The paper should also include, but is not limited to, how the internship has affected the student's preparation for life after graduation, including networking, learning new skills, and professional development.

The *reflection paper* must be submitted to the Career Services office along with the student's evaluation of the internship site by the due date. Faculty supervisors will assign students a grade for the internship based on the internship site's evaluation of the student along with the *reflection paper*. **Failure to submit the *reflection paper* may result in a lower grade.**

KCAI Expectations of Faculty Supervisors:

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

- Meet with the student intern at the beginning of the internship semester to help the student to identify learning goals for the internship that are consistent with the expected learning outcomes of the major curriculum.
- Be available to the student intern on a regular basis and provide support and guidance during the internship.
- Review the evaluation of the student intern, 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 student's grade.
- Submit the student's grade for the internship to the Career Services office in a timely manner before the end of the semester.

Grading Rubric for KCAI Internships:

From internship site's evaluation **(60%)**

- Intern's performance
- Work habits
- Professional Development
- Attendance

From intern's reflection paper **(25%)**

- Grammar, length and content of paper
- Ability to describe how internship goals were met
- Connection of internship experience to academic and career goals
- Explanation of how internship helped with professional development

Faculty supervisor's discretion **(15%)**