



Name of Policy: Internships - Policy for Students
Source: Academic Affairs and Student Affairs
Date Revised: June 2019
Form to Complete: N/A

Policy:

KCAI follows the National Association of Colleges and Employers (NACE) definition for academic credit internships on our campus.

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:

http://www.nacweb.org/connections/advocacy/internship_position_paper/#sthash.M2VBYe6S.dpuf

Internship Requirements - Students must have:

- completed sophomore level studio with a passing grade prior to registering for an internship; students transferring in at the junior level, must complete one semester at KCAI prior to enrolling in an internship
- a cumulative GPA of 2.0 or above
- no more than 12 internship credits that apply toward their degree
- located an approved internship site. Faculty can give you site suggestions as well as Career Services (the Registrar's office maintains a list of possible sites). You will need to provide your resume, portfolio of work and schedule an interview with the site supervisor.

Registration:

PLAN AHEAD - there are many required steps and **the deadline to turn in the completed internship contract is the last day of the add/drop deadline each semester.**

1. Locate your internship site.
2. Determine your faculty advisor.
3. Schedule a meeting with the Registrar's office to go over internship contract.
4. Detail learning objectives in consultation with the internship site coordinator.
5. The contract must be signed by the student, internship site supervisor, faculty supervisor and the department chair.
6. Turn in completed internship contract to Registrar's office by add/drop deadline.

End of Semester Requirements (due by last day of semester)

1. Complete required onsite hours and submit timesheet to Registrar's office
2. Complete two informational interviews and submit via the online evaluation form
3. Write a reflection paper and submit via the online evaluation form
4. Complete the mid-term (due at mid-semester) and final evaluations via the online evaluation form

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 by registering for an internship for the semester the student is completing the internship experience. Upon completion of an internship, students will be able to:

- Strengthen their professional work habits, as well as earn a competitive advantage over peers with limited practical work experience.
- Attain first-hand knowledge of an organization, business 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.

Students earn academic credit by working a specified number of onsite hours per credit hour earned. Failure to complete the minimum required onsite hours will result in an automatic failing grade. The beginning and ending dates of the internship must conform to the academic session – Fall, Spring or Summer. In some situations, an internship may be approved to begin up to two weeks prior to the start of the semester.

Number of credit hours per semester	Average onsite hours per week for spring/fall semesters	Minimum onsite hours required per semester
3	6	90
6	12	180
9	18	270
12	24	360

Grading:

A student's final internship grade is based upon the following:

1. (60%) Evaluation from internship site supervisor
 - Intern's performance
 - Work habits
 - Professional development
2. (25%) Student's reflection paper
 - Content, grammar, length, etc. of paper
 - Ability to describe how they met internship objectives
 - Connection of internship experience to academic and career goals
 - Explanation of how internship impacted professional development
3. (5%) Informational interview summary is submitted
4. (10%) Faculty Advisor's discretion