



Internship Site Guidelines

The Kansas City Art Institute 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 allow students to gain valuable applied experience and make connections in professional fields they are considering for career paths, and they allow employers to guide and evaluate talent.

KCAI prefers that all internships be paid positions and that our students provide meaningful employment outcomes for your organization. However, credit may be earned whether the internship is paid or unpaid according to the Fair Labor Standards Act (FLSA). 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 \(FLSA\)](#). This Fact Sheet, as interpreted by KCAI, means that an internship is more of a training/learning experience as opposed to employment and must be predominantly for the benefit of the student and not the internship site.

Internship Program Student Learning Outcomes

KCAI internships are supervised work experiences related to a student's major or area of interest. Academic credit can be earned through enrollment in an internship 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, 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.

Criteria Used in Approving Internship Sites

- There must be at least 90 hours of work either on-site or managed remotely for the intern to achieve three hours of academic credit for the internship. They can also earn six hours of academic credit for a minimum of 180 hours of work.

- 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.
- The internship tasks must be pre-professional and related to KCAI's art and design academic programs.
- The internship site supervisor must teach and mentor the student in the skills they will be using during the internship.
- The internship may be conducted remotely or onsite at an established business or studio. The internship site must provide the necessary equipment, software, and workspace.
- Prospective internship sites should be posted on [KCAI's Professional Practice Portal](#) with a detailed internship job description, including duties to be performed by the intern, where the internship will take place (remotely, in-person or combination) and educational benefits to a student.
- KCAI staff will approve the internship once the position is submitted.
- The site supervisor will have the opportunity to review resumes and portfolios, interview applicants and decide on the best candidate.
- To maintain the academic objectives of the internship program, KCAI students may intern with studio artists when the artist's work permits them to mentor the student in various aspects of the implementation of a particular project.
- KCAI faculty may not have interns who are currently enrolled as students in the courses they are teaching. Faculty requesting specific exceptions to this policy due to special circumstances must be approved by their Department Chair and the Registrar.
- All behavior and decorum between an intern and internship site coordinator(s), including all KCAI faculty and staff, is the same as that required in the classroom. The conduct being upheld at the internship site is outlined and supported by Section 2.10 in the Faculty Handbook regarding Faculty Obligations, Rights, Academic Freedom and Code of Ethics.

Liability Insurance

All internship sites that meet on the organization's property are expected to provide proof of insurance that meets the following guidelines:

- An industry standard ACORD - 25 form must be used for the Certificate of Insurance (COI), which can be provided by your insurance carrier
- \$1,000,000 minimum general liability policy
- The Kansas City Art Institute must be listed as the Certificate Holder (bottom left box on the form)
- The name/address of the policy holder on the COI must match the name/address of the internship site or be included in an addendum to the COI
- The COI must be valid for the entire period of the internship (if the initial COI expires mid-semester, a new COI that covers the remainder of the term must be submitted)

Expectations of Internship Sites

For experiential learning to be successful, sites must agree to 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.
- Agree to abide by appropriate standards of professional conduct and provide a functional and healthy workspace.
- Conduct professional and mentoring meetings with the student regularly.
- Provide the opportunity for the student to achieve personal learning objectives.
- Provide regular feedback/follow-up with the student(s) to ensure they understand expectations and are allowed to ask questions.
- Complete and return the midterm and final internship evaluation forms by the due date, as the final evaluation counts for 60% of the student's grade

Additional Information:

- KCAI cannot guarantee that an internship request will be filled in a given semester. There are usually more sites looking for interns than there are interested students.
- Offering some type of compensation will likely increase your applicant pool.
- To attract the student who would be the best fit for your internship, please submit a detailed internship description through KCAI's [PPC Job Portal](#).
- Advertising your internship a couple of months before the start of a given semester will 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).
- KCAI encourages all internships to be paid positions so that our students can be more productive and not have to work a second job while participating in the internship.
- If a nonprofit organization is unable to offer a regular wage, we suggest offering compensation in other ways, such as materials, one-time stipend, etc.