Name of Policy: Professional Internships

Source: Academic Affairs and Student Affairs

Date Revised: July 2015

Form to Complete: Internship Contract, see the Director of Special Programs to initiate AND Adding a Course After the Academic Deadline Form (only if adding after add/drop), see the Registrar to initiate

Policy:

Internships prepare KCAI students for careers by providing students the chance to work in visual art or design professional environments. Internships are opportunities for students to experience work/learning arrangements that are supervised and career related.

Completed internship paperwork must be submitted to the Director of Academic Programs by 4:00 p.m. on the add/drop deadline.

KCAI strongly recommends and supports student internships during the course of study for the B.F.A. degree. Internships for all campus majors are coordinated and usually generated by Academic Affairs.

Internships are available to junior and senior students during all semesters of the year. Transfer students who enter KCAI at the junior or senior level are required to defer internships to the next semester.

All student interns must have a cumulative 2.0 GPA or higher. Students must be enrolled full-time, except during intersessions. All student interns must be screened and recommended by their Department Chair/Program Head to ensure readiness for this experience.

The Director for Special Programs coordinates the internship process and a contract is developed which specifies the internship responsibilities, schedule, and working arrangements. This schedule must accommodate studio and liberal arts classes at KCAI. The internship site supervisor, the coordinating department faculty, and the director of special programs must approve all internship contracts.