



## Employer Guide to Paid Internship Work-Study Program

Thank you for your interest in engaging School of the Art Institute of Chicago (SAIC) students as interns through our work-study program. This program financially supports non-profit organizations to provide paid internships.

The Work-Study Program splits the cost of paying interns \$16.20 per hour between SAIC and eligible providers. Interns are paid through SAIC's payroll system, with SAIC covering 75% of the earnings, and providers invoiced for 25% within one month of the semester's end. Most interns work 70 hours for 1.5 credits or 140 hours for 3 credits, though this may vary. If interns complete 70 hours, the internship site will be invoiced approximately \$250. For the full 140 hours, the site will be invoiced approximately \$500 per student. For more information, please visit [www.saic.edu/careers](http://www.saic.edu/careers).

For more details, please review the [NACE Principles for Professional Practice](#) and the [U.S. Department of Labor Internship Programs Under The Fair Labor Standards Act](#).

### Work-Study Provider Responsibilities:

#### Program Agreement

CAPX will send an Internship Program Agreement, which providers must sign and return. Internship providers must be not-for-profit, tax-exempt organizations. A copy of the IRS letter confirming 501(c)(3) status and a tax identification number is required with the signed Program Agreement. This form also authorizes the internship supervisor to sign the student's biweekly timesheets during the semester. Interns can only work within the dates specified on the form and cannot be paid until the form is completed and returned. Any wages paid over the authorized amount will be invoiced at 100% to the internship provider.

#### Acknowledgment

Work-study providers will receive an acknowledgment email stating the student's employment dates, authorized hours, and total wages. A signed copy of the acknowledgment must be returned to CAPX.

#### Timesheets

Interns will enter their daily work hours into the online Art Institute Payroll System (ARTICTime) and forward a copy of their biweekly timesheet to their internship supervisor for a signature.

#### Invoice

At the end of the semester, providers will receive an invoice from SAIC for 25% of the student's authorized earnings plus 100% of any wages paid over the authorized amount.

#### Working with International Students:

F1 Visa students must obtain CPT authorization through SAIC's International Affairs Office before beginning their internship. They cannot work more than 20 hours per week during the fall and spring semesters but can work up to 40 hours per week during the summer and winter interims. If an international student needs a Social Security number, the provider must confirm that the internship is paid as part of the application process.