



Employer Guide to SAIC Work-Study Subsidized Partnership for Nonprofit 501(c)(3) Organizations

Thank you for your interest in engaging **School of the Art Institute of Chicago (SAIC)** students as interns through our **Work-Study Subsidized Partnership**. This program helps nonprofit organizations provide paid internship opportunities while making them more financially accessible.

Through this partnership, nonprofit organizations host SAIC interns while sharing the cost of wages with the institution. Interns gain valuable professional experience while contributing their creativity, skills, and fresh perspectives to arts and cultural organizations.

SAIC CAPX Internship Program

SAIC's Career and Professional Experience (CAPX) Internship Program is designed to give students off-campus professional experience while earning academic credit. Students enroll in an internship course and work under the guidance and mentorship of SAIC faculty while completing internship hours with an external organization. Internship hours are completed during the semester alongside their academic schedules.

SAIC Work-Study Subsidized Partnership

SAIC offers a Work-Study Subsidized Partnership that helps selected nonprofit 501(c)(3) organizations host paid interns by sharing the cost of wages.

Through this partnership:

- SAIC subsidizes 75% of student wages
- Internship sites are responsible for the remaining 25%
- \$16.60 per hour (FY 2025–26 rate)
- Interns are paid directly through SAIC's payroll system
- Employers receive an invoice for their portion at the end of the semester
- Internships cannot begin working until CAPX completes the registration, agreement paperwork, and authorization process.
- For hours worked **beyond the authorized 70 or 140 hours, the employer will be invoiced at 100%**,

Internship Format

SAIC students who enroll in an off-campus CAPX internship course for academic credit are eligible to participate in the Work-Study Subsidized Partnership internship program. Students receive academic credit for their internship while also being paid through the work-study program. **Students who are not enrolled in the internship course are not eligible for work-study funding.**

Students can complete internships for academic credit in one of the following formats:

- **140 hours (3 credits)**
 - Most common internship format
 - Typically completed over **10–12 weeks**, working approximately **10–20 hours per week**

- Intern hourly wage: **\$16.60 per hour (FY 2025–26 rate)**
- **Employer 25% responsibility:** approximately **\$580 invoice**
- **70 hours (1.5 credits)**
 - Shorter internship option
 - Schedule arranged between the student and internship host
 - Intern hourly wage: **\$16.60 per hour (FY 2025–26 rate)**
 - **Employer 25% responsibility:** approximately **\$290 invoice**

Internship Periods & Recruiting Timeline

- **Summer Semester**
Internship period: Late May – Early August (70 or 140 hours)
Recommended recruiting period: March – April
Please notify CAPX of your selected intern by May 1
- **Fall Semester**
Internship period: Late August – Early December (70 or 140 hours)
Recommended recruiting period: June – July
Please notify CAPX of your selected intern by August 1
- **Winter Semester**
Internship period: Early January – Late January (70 hours only)
Recommended recruiting period: October – November
Please notify CAPX of your selected intern by December 1
- **Spring Semester**
Internship period: Late January – Early May (70 or 140 hours)
Recommended recruiting period: November – December
Please notify CAPX of your selected intern by January 1

Supervision Expectations

The internship site should provide:

- Direct supervision by a professional with relevant knowledge
- Meaningful projects or learning opportunities related to the student's field
- Confirmation of the student's hours worked during the semester
- Regular work schedule.

Working with International Students

International students studying in the United States on an **F-1 visa** are eligible to participate in internships through SAIC's academic credit internship program. SAIC's Career and Professional Experience (CAPX) office works closely with SAIC's International Student Services to manage the necessary authorization process. CAPX and International Student Services handle the required Curricular Practical Training (CPT) authorization and documentation, so internship sites do not need to manage this process.

Work limits for F-1 students are:

- **Fall and Spring semesters:** up to 20 hours per week
- **Summer and Winter terms:** up to 40 hours per week

If an international student needs to apply for a **Social Security Number**, the internship site may be asked to confirm that the internship is **paid**, which is a standard requirement for the application.

Program Agreement

CAPX will send an **Internship Program Agreement** for the internship provider to review and sign. 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 agreement. This agreement also authorizes the internship supervisor to review and approve the student's biweekly timesheets during the internship semester. Interns may only work within the dates and hours authorized on the agreement, and the internship cannot begin until the agreement has been completed and returned. Any wages paid beyond the authorized hours will be invoiced at 100% responsibility to the internship provider.

End-of-Semester Invoice

Please plan intern schedules within the **70 or 140 hour structure**. At the end of the semester, internship providers will receive an invoice for:

- **25% of the student's authorized earnings**
- **100% of any wages exceeding authorized hours**

Additional Resources

For more information about SAIC career programs and employer partnerships, please visit: www.saic.edu/careers.

For guidance on internship best practices and labor regulations, please refer to: [NACE Principles for Professional Practice](#) and the [U.S. Department of Labor Internship Programs Under The Fair Labor Standards Act](#).

To inform CAPX of your intern selection for the upcoming semester, please contact careers@saic.edu

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