



SAIC/CAPX Internship Program

Information for Internship Sites

The CAPX Internship Program is designed to provide School of the Art Institute of Chicago (SAIC) students an opportunity to extend their education beyond the classroom and gain experience as interns within professional arts-related environments.

SAIC's internship program is a class for which students register and receive course credit. Students are paired with a faculty member who provides mentorship and acts as a liaison with the internship site supervisors. During the internship, students are required to participate in two seminar sessions led by the faculty, and submit an Internship Agreement and Learning Goals document prior to beginning their internship. Students will typically participate in internships for a total of 140 hours, approximately two days/week, and earn 3.0 credits, or 70 hours approximately, one day/week and earn 1.5 credits. Credit is awarded based on successful completion of the internship, participation in required faculty meetings, and a site visit, which may be conducted virtually, an informational interview, internship supervisor evaluation, revised resume and final presentation.

Students may choose to participate in the *Professional Practice, Internship as Professional Experience* class (Prof/Prac). The Prof/Prac class includes a bi-weekly remote class session in addition to work at an off-campus internship. This summer, the total hours required for the Prof/Prac class is 110 hours of work for 3 credits.

SAIC uses Handshake as its internship and job search platform. Employers wishing to engage SAIC student interns or hire alums should access Handshake via the link below and request a connection to SAIC. Once the connection is approved, internship and job descriptions can be submitted for approval and publication on the site. Employers can get started with Handshake at this link: <https://app.joinhandshake.com>.

Submitted internship descriptions will be evaluated based on the requirements below. Once approved for course credit, CAPX will forward a Program Agreement which must be signed and returned before a student is permitted to register for credit.

We recommend reviewing the NACE Principles for Professional Practice for Career Services and Employment Professionals available at: www.nacweb.org/principles, and the U.S. Department of Labor Internship Programs Under The Fair Labor Standards Act at: www.dol.gov/whd/regs/compliance/whdfs71.htm

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Internship Site Requirements:

- The internship must be a learning experience which enhances the student's studies in school. Internship experiences should provide the opportunity for students to develop professional skills and contacts. The skills and knowledge acquired during the internship must be transferrable to other employment settings. Meaningful projects with a focus on professional development and clearly defined learning objectives related to the student's academic coursework are expected.
- Supervision by a professional with expertise and educational and/or professional background in the field of the experience must be provided. There should be routine feedback by the experienced supervisor during the internship.
- An internship agreement form, signed by both the student and the internship site supervisor which outlines learning outcomes and internship expectations must be submitted during the first two weeks of the internship.
- In the case of remote internships, there should be a clear understanding of the expected work hours, taking time zones into consideration, and the preferred frequency of online meetings between the supervisor and the intern and the tool for conducting meetings. Resources and systems to be used for remote working to complete internship responsibilities should be provided.
- A program agreement outlining confirming that the internship and insurance requirements will be met must be signed and on file with CAPX prior to student registration for credit.
- One of the most valuable aspects of an internship is the ability to work with other members of the organization's staff and create valuable professional contacts. Opportunities for interns to connect with staff and contacts are encouraged.
- International students must be enrolled in a for-credit internship and complete CPT paperwork prior to beginning any internship, whether remote or on-site, paid or unpaid.
- SAIC recommends that for-profit companies offer paid internships. In order to be considered paid, an hourly rate of at least \$14.25 per hour must be provided.

Information about the CAPX Internship Programs and Activities can be found on our website: www.saic.edu/careers