

**Commonwealth of Kentucky
Executive Branch
Co-op/Intern Program Guidelines**



The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.

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Co-op/Intern Program Guidelines and Benefits

The Kentucky Co-op/Intern program, coordinated by the Personnel Cabinet, is intended to provide high school and college level students the opportunity to gain meaningful employment in state government. In addition to developing practical workplace skills in a variety of professional areas, interns are effectively introduced to career options in public service. Provided below are the Personnel Cabinet's policies and procedures for the Co-op/Intern Program.

Internship Benefits

Internships provide and receive a number of benefits:

- Provide students direct participation in public service
- Allow students to meet and work with specialists and experts in their field of study
- Allow students to make connections through the internship, which could lead to full time state employment
- Interns may offer fresh ideas and new perspectives
- Mentoring an intern provides staff members the opportunity to develop supervisory skills
- Allows state government the opportunity to maintain connections with colleges and/or universities and increase visibility
- Internships are beneficial to recruitment – interns can recruit other students and generate enthusiasm and create awareness of the field for future hires

Co-op/Intern employees are processed into the Kentucky Human Resource Information System (KHRIS) as hourly interim employees.

Interim employees are eligible for several benefits such as...

- Holiday pay for any scheduled work hours on the state holiday (up to 7.5/8.0 hours)
- Earn one day of sick leave (7.5/8.0 hours) and one month of service for any month which 100 hours or more are worked/paid during the month
- Shall receive overtime for hours worked beyond 40 in a workweek

For the complete benefits package available to interim employees, visit the Employee Handbook

Eligibility Requirements

In order for a student to participate in the Co-op/Intern Program, the Personnel Cabinet requires that the student receive academic credit for their participation.

Agencies who choose to participate in this program may consider the following students:

High School Students	College Students
<ul style="list-style-type: none">▪ Enrolled on a full-time basis as a junior (11th grade) or senior (12th grade).▪ Certified by their school as being enrolled in a structured training or tech program or course of study for which practical, on-the-job experience is an integral part.▪ In compliance with state and federal child labor laws, and program requirements, with respect to age and working hours.	<ul style="list-style-type: none">▪ Enrolled on a full-time basis at an accredited Kentucky post-secondary school or other educational institution approved by the Kentucky Personnel Cabinet.▪ Participating in a full-time cooperative education/internship program.▪ Receiving at least one or more credit hours per semester for Co-op/Intern employment.▪ Working toward a degree or certificate in a field that directly relates to the Co-op/Intern position for which they are being considered.
<ul style="list-style-type: none">○ In good standing with the school with at least a 2.5* grade point average (GPA) at hire, and throughout employment in the Co-op/Intern position.○ Sponsored by their educational institution for participation in the Co-op/Intern Program.<ul style="list-style-type: none">○ Secondary and post-secondary schools may sponsor students for participation in the Co-op/Intern Program. This sponsorship is necessary in order for any student to be eligible for Co-op/Intern employment. Those schools wishing to sponsor Co-op/Intern students may do so by contacting the Personnel Cabinet and providing the required information.○ Who meet State and Federal Child Labor Law requirements with respect to age and working hours.	

*On occasion, exceptions can be made to the 2.5 GPA requirement when the GPA is less than 2.5. Educational administrators may contact the Co-op/Intern Program Coordinator to determine eligibility for placement.

Selection of Students

State agencies may use the following criteria in their selection process:

- The student's area of study and their special skills or abilities should be utilized in the Co-op/Intern position.
- The student's interest in working for State Government upon completion of their course of study should be considered.
- Recommendations of the campus Co-Op/Intern Coordinator.
- The same job performance standards, time and attendance regulations, state rules and applicable regulations apply for Co-op/Intern students.
- Where appropriate, the agency should attempt to provide work experiences that will enhance the student's classroom studies.
- The student has no obligation to return upon graduation to the agency for which he or she worked. Nor does the agency have an obligation to hire the student once he or she has graduated. If the student's job performance is good, the agency is encouraged to consider the student if he or she applies to a merit position

Recruitment for Co-op/Interns

- The agency will be responsible for advertising the particular internship opportunity by creating a unique intern posting that students can apply to through the MyPURPOSE Career Site. If the agency has someone in mind for their intern position, they may choose not to advertise. If the job is not advertised, the potential intern will need to provide a resume, signed academic credit agreement and unofficial transcript before approval.
 - If advertised, the agency may type POSTING NOTES (in all caps) at the top of the Job Advertisement section in IT1007 to inform the Register Branch of specific things for the posting, such as the amount of time they want the position advertised etc.
- The agency should include a very detailed description in the posting and if applicable, academic major required for the position.
 - By providing a detailed description, it will allow students the opportunity to view the unique responsibilities for their specific internship posting.
- When a Co-op/Intern position is advertised, the Personnel Cabinet will send this information to colleges/universities and high schools for student recruitment.
 - The agency and/or Personnel Cabinet's Co-op/Intern Coordinator may utilize Handshake, Facebook and LinkedIn for recruitment to university's and high schools when an opening is available.
- All applications submitted will be viewable by the appropriate agency, allowing the agency requisition team/ hiring manager to view each application as the student applies.
 - This method will expedite the process for seeking out the best student applicant for your Co-op/Intern position.
- The agency is responsible for scheduling and conducting interviews with the students.
- The agency is responsible for conducting background checks on their potential student prior to offering the Co-op/Intern a position.
- The agency will inform the Personnel Cabinet's Co-op/Intern Coordinator of the students selected.
- Once approved by the Personnel Cabinet, the agency will initiate the hiring process.
- The Academic Credit Agreement from the school and transcripts of students are submitted to the Co-op/Intern Coordinator in the Personnel Cabinet for final approval.

Source of Funds

Both paid and non-paid Co-op/Interns must be approved through the appropriate process outlined below. Funds for the payment of student salaries must come from the agency's budget, or from funds provided for work-study by the educational institution involved.

Paid Internships

Co-op/Interns who are receiving academic credit and being paid will be processed through the Kentucky Human Resource Information System (KHRIS). Agency processing instructions are available on the HR website under Resources/Processes/Co-Ops/Interns.

Non-Paid Internships

Co-op/Interns who are non-paid will not be processed through KHRIS, but will need approval for participation through the Personnel Cabinet.

Please Note:

Students who are being paid, but not receiving academic credit, are considered interims and are not approved to participate in the Co-op/Intern Program.

Students who are not receiving academic credit and not being paid are considered volunteers, and are not approved to participate in the Co-op/Intern Program. The volunteer form(s) are available in the forms library on the HR Site.

Procedures for Application and Placement

- The student applies for Co-op/Intern placement following the procedures required by his or her educational institution and the hiring agency.
- An educational institution may initiate a request for student placement by contacting the Co-op/Intern Coordinator in the Personnel Cabinet.
- The agency reviews students who have applied to a Co-op/Intern position.
- The agency will interview qualified students for the position.
- The agency informs the Personnel Cabinet of its selection for approval.
- The Personnel Cabinet Co-op/Intern Coordinator verifies eligibility and provides approval.
- The agency will begin the hiring process once approval is confirmed.

Responsibilities of the Supervisors

All supervisors should provide orientation for Co-op/Intern students during the first week of employment. The orientation should include at a minimum:

- Overview and explanation of state government and the agency; including the purpose, mission and vision of the agency.
- Explanation of assignment, including tasks and expectations.
- Inform students of the person(s) he/she should contact for information.
- Mentorship opportunities, if feasible, within the agency. Agencies are encouraged to establish mentorships with Co-op/Intern students.
- Review of organizational structure, policies and procedures pertinent to the assignment.
- Introduction to co-workers.
- Explanation of the equipment he/she will use on the job.
- Tour of the facility and, if possible, other state agencies throughout the Co/op Internship period.
- When possible have the intern participate in agency meetings, events, and trainings for a better understanding of general business practices. It helps interns to get a feel for the overall mission of your organization, and brings value to the experience.
- Explain to students about his/her Co-op/Intern assignment. Explain all aspects of the task and expectations. Explain how performance will be evaluated and how often this will occur.
- Familiarize students with available community resources: restaurants, transportation, recreation, social events, organizations, etc.:
- Supervisors are encouraged to be flexible with the Co-op/Intern's needs for time off.

Co-op/Intern Responsibilities

- Prior to accepting an assignment, Co-op/Intern students should check with their academic advisors, or other appropriate persons, to ensure they can receive academic credit.
- Co-op/Intern students must register with their institution's Co-op/Intern office.
- Co-op/Intern students must comply with all agency rules, regulations, policies and safety rules.
- Co-op/Intern students are required to complete an online application in the recruitment system and self-nominate to the Co-op/Internship job posting.
- Interested students must submit the [Academic Credit Agreement](#) and an unofficial copy of their transcript to the Co-op/Intern Program Coordinator.

A counselor, advisor or cooperative education coordinator at their respective educational institution must sign the Academic Credit Agreement form. The documents will be reviewed to ensure all requirements are met before students are placed in the program.

Mail documents:

Co-op/Intern Program Coordinator
Personnel Cabinet
State Office Building, 3rd Floor
501 High Street
Frankfort, Kentucky 40601

Completion /Appraisal

- A letter of recommendation from the Intern supervisor (if deemed appropriate) should be given to the intern on the last day of the internship.
- The supervisor will work with the educational institutions to determine appropriate academic evaluation tools to be used on the job.
- The agency will evaluate the overall internship experience. This feedback is essential in evaluating the learning opportunities provided and potential areas of improvement.
- Upon completion of the internship, the agency should explain to the student the process of hiring and selection for a merit system position. The student is required to compete according to procedures established by the merit system.

General Information

The Personnel Cabinet will maintain records on students placed under the guidelines of this Program.

Files for students who are volunteers are the responsibility of the agency.

Please contact the Personnel Cabinet's Co-op/Intern Coordinator, Rebekah Singleton, if you have any questions.

Rebekah.singleton@ky.gov

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