



Kentucky State Government Co-op/Intern Program Information For Students

Eligibility

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 may consider 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 three 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 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. State agencies interested in hiring Co-op/Intern students will, in turn, contact the Personnel Cabinet and request applications for available students possessing the needed skills. 	

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.

Benefits

Co-op/Interns are processed into KHRIS as hourly interim employees. For the complete benefits schedule, visit the Employee Handbook, and view the benefits available to Interim employees. In summary, Co-op/Intern employees:

- Receive holiday pay for any scheduled work hours on the state holiday (up to 7.5/8.0 hours)
- Earn one day sick leave (7.5/8.0 hours) and one sick month of service for any month that 100 hours are worked/paid during the month.
- Do not receive health/life insurance, retirement benefits, annual leave or annual months of service.

Application Requirements

Co-op/Intern students are required to complete an online application in the recruitment system and self-nominate to the Co-op/Intern Program job posting. Interested students must also submit the [Academic Credit Agreement](#) form and an unofficial copy of their transcripts to the Co-op/Intern Program Coordinator. The Academic Credit Agreement form must be signed by a counselor, advisor or cooperative education coordinator at their respective educational institution. The documents will be reviewed to ensure all requirements are met before students are placed in the program.

Mail documents to:

Co-op/Intern Program Coordinator
Personnel Cabinet
State Office Building, 1st Floor
501 High Street
Frankfort, Kentucky 40601

Co-op/Intern Responsibility

Prior to accepting an assignment, students should check with their academic advisors, or other appropriate persons, to ensure that they can receive academic credit for their Co-op/Intern experience. Co-op/Intern students must register with their institution's Co-op/Intern office and must conform to all agency rules, regulations, policies and safety rules.