2017 AIKCU Frankfort Semester Internship Program
Applications due October 20, 2016

The Frankfort Semester Internship Program, an initiative of the Association of Independent Kentucky Colleges and Universities (AIKCU), seeks to enhance students’ academic, civic, and professional skills through internship experiences, public policy symposia, academic seminars and exposure to the ideas and perspectives of a variety of notable citizens.

The 2017 Frankfort Semester Internship Program is a unique public policy program that combines a dynamic academic program with a fast-paced, intensive internship in the Kentucky state government or a related organization. Participants will work in the agencies dealing with problems and issues ranging from the routine to the complex. The program is open to juniors and seniors. Applications from students with a wide variety of academic interests are encouraged. Successful completion of the program will give students work habits and other skills conducive to employment anywhere.

Those chosen for the program will be students demonstrating a deep curiosity about current events and the public policy-making process. They must also possess the responsibility to carry out assignments in a timely fashion and fulfill any other duties prescribed by supervisors with whom they are working.

Interns will be eligible for up to fifteen hours of classroom credit in accordance with the student’s home campus policies. Juniors and seniors in good standing and attending one of Kentucky’s 18 nonprofit, independent colleges or universities are eligible to apply for the program, which will begin with an orientation session in early January 2017 and conclude in mid-April.
The Internship Experience

The 2017 Frankfort Semester Internship Program offers an in-depth, six-hour academic experience and a fast-paced, nine-hour work-study experience. Interns will be expected to achieve both in the classroom and in the workplace.

Interns will have the opportunity to “learn by doing” as well as observe state government close-up.

Interns will typically work a minimum of 30 hours a week and attend late afternoon or evening seminars and lectures twice a week. Work schedules are set by intern supervisors in consultation with the intern coordinator and may vary from week to week. Interns will receive a monthly living stipend during their internship experience.

Academics

Seminars are designed to provide additional college credit to supplement the nine hours received through internship experiences. They are discipline-based, but utilize the resources of the Kentucky public policy community. The two seminars will emphasize distinct aspects of public policy development, with special attention given to the legislative process. The seminars will be taught by seasoned veterans with more than 50 years combined experience in the legislative process and public policy.

Seminars

Public Policy Development: State government agencies must implement numerous policies and programs approved by the legislature. The development of public policy, and its implementation is the thrust of this seminar taught by instructors with extensive backgrounds in the planning and execution of governmental decision-making. The seminar consists of lectures, practical application of policy-making and a review of various state issues either resolved or still pending. Particular emphasis will be placed on the state’s budget, its planning, development and implementation. The budgetary process is a complex, lengthy and often complex one.

State Government and Politics - A Recent History: This seminar will review and explore the people, issues and politics that have led to the development of modern-day Kentucky state government. A number of guest lecturers, all players in the governmental process, will meet regularly with the class to share their experiences in the often-complex, day-to-day operation of government. These speakers will include, but not be limited to, members of the General Assembly, executive branch, lobbying firms and the media. Interns will also be required to complete a research project focusing on an issue related to their intern assignment.

Housing and Student Services

Students are responsible for making their own housing accommodations in Frankfort. It is suggested that they consult classified advertisements in the Frankfort State Journal or visit online real estate sites to learn about affordable housing opportunities and locations in the Frankfort area. A luncheon and orientation session at the beginning of the internship will provide students with a broad overview of the program, an introduction to staff and faculty, and an “insider’s” view of Frankfort and the legislative and state government scene.

The number of internships awarded in any one year is dependent on the availability of slots offered by state agencies and the agencies’ ability to underwrite student stipends. Priority for selection as a Frankfort intern is given to juniors. Seniors or sophomores may be selected if a sufficient number of applications from qualified juniors are not received. Interns must be able to provide their own transportation.
Frequently Asked Questions

How do I apply, and when is the deadline for applying to the program?
The application deadline for the spring 2017 program is October 20, 2016. You may apply online at [http://aikcu.org/frankfortsemesterinternships](http://aikcu.org/frankfortsemesterinternships) or mail the completed application and supplementary materials to Richard Wilson, Intern Coordinator, AIKCU, 484 Chenault Rd., Frankfort, Kentucky 40601.

How soon will I know if I have been accepted?
Applications will be reviewed in late October and early November 2016, with personal interviews to follow. You will be notified by late November whether or not you have been accepted for the program.

How much academic credit will I receive?
Ultimately, that will be determined by your home campus. However, the program is designed to provide students with fifteen hours of academic credit -- nine hours through the internship and six hours through the successful completion of the two seminars. Check with your advisor about the level of academic credit accepted by your college or university.

How much will it cost for me to participate in the program?
It will cost no more than the tuition at your home institution. In fact, if chosen to participate you will pay your tuition to your institution as if you were studying on campus for the spring semester.

What about living expenses? Is there financial aid available for room and board?
Participants receive living stipends to help offset living expenses while working in Frankfort. You should also work with your institution's office of financial aid to determine if funding is available through your own campus.

How are internship placements determined? Should I request an area of interest in my application?
A great deal of attention is given to internship placements. The coordinator works to place you in an environment where you will be working in areas of your interest.

How do the letters of recommendation affect my placement?
The letters of recommendation may be sent to potential employers who have requested an intern for consideration. The letters serve to introduce your background and strengths. Consequently, the letters should be requested of individuals who know you well and are supportive of your efforts to obtain intern experience in Frankfort.

Do all of the application materials have to be completed for consideration?
Yes. Your application, résumé, essays and reference letters must be completed for consideration. All materials may be sent to prospective supervisors.

What is the Association of Independent Kentucky Colleges and Universities and what institutions are members?
AIKCU is an organization representing Kentucky's nonprofit, independent (private) colleges and universities in government relations, fundraising, business services, public relations, cooperative programming, and research. Members include: Alice Lloyd College, Asbury University, Bellarmine University, Berea College, Brescia University, Campbellsville University, Centre College, Georgetown College, Kentucky Christian University, Kentucky Wesleyan College, Lindsey Wilson College, Midway University, Spalding University, Thomas More College, Transylvania University, Union College, University of the Cumberlands, and the University of Pikeville.
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Application Deadline: October 20, 2016

Name: ___________________________ Birthdate: ___________________________

College/University ___________________________ Graduation Date: ___________________________

Major: ___________________________ GPA: ___________________________

Mailing Address: __________________________________________________________

________________________________________________________________________

Campus Address (if different from above): ______________________________________

________________________________________________________________________

Telephone Number: ___________________________ Cell: ___________________________

Fax Number: _______________________________________________________________

Email: _________________________________________________________________

Hometown: ___________________________ High School: ___________________________

Hometown Newspaper: ______________________________________________________

Please include the following materials along with this completed form:

1. A current résumé.
2. A statement or cover letter of no more than 500 words explaining why you want to participate in the Frankfort Semester Internship Program.
3. Three letters of recommendation from college professors or employers. These may be sent separately.

Mail application materials to:
Richard Wilson, Intern Coordinator
Association of Independent Kentucky Colleges and Universities
484 Chenault Road
Frankfort, Kentucky 40601
www.aiiku.org