



Overview

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 AIKCU 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 agencies dealing with problems and issues ranging from the routine to the complex. The program is open to juniors and seniors, with priority given to juniors. 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.

Students chosen for the program will demonstrate 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 2018 and conclude in mid-April.

The Internship Experience

The 2018 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 work place.

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 are taught by seasoned veterans of the legislative process and public policy.

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. Interns must be able to provide their own transportation. The program director, faculty, supervisors, and AIKCU staff serve as resources to students during their time in Frankfort.

Frequently Asked Questions

How do I apply, and when is the deadline for applying to the program?

The application deadline for the spring 2018 program is October 27, 2017. You may apply online at <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 2017, 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 a nonprofit member 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.

2018 AIKCU Frankfort Semester Internship Program

Application Deadline: October 27, 2017

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.aikcu.org