

Expectations of the Bluegrass Community and Technical College Legislative Intern

The intern may earn up to six hours of academic credit in this program in entirety. In order to participate in the program, the intern must be enrolled in at least six credit hours at BCTC during the intern semester and be a current student in good standing. The intern may take other courses while involved in this program but should plan a schedule that will allow for the necessary travel and intern responsibilities. Interns are students of Bluegrass Community and Technical College and have all attending rights.

The intern will enroll in EX 196 with Professor Laura Williams for the number of credit hours desired.

1 credit hour = 40 hours of work
2 credit hour = 80 hours of work
3 credit hour = 120 hours of work

Most students choose to take three credit hours. The intern may receive waived (free) tuition for up to three credit hours for the course. JoEllen Reed is another contact for the students and is in Frankfort frequently.

The intern will be expected to travel to Frankfort on their own to work with the designated state legislator. The intern may also work for the designated state legislator in the legislator's district office. The number of trips and hours will be determined by the number EX 196 credit hours in which the intern is enrolled. The interns will work with the assigned legislative office to work out a schedule. It is suggested that interns leave Tuesdays and Thursdays open in their spring schedule to be at the Capital.

The intern will perform those duties assigned by the legislator. The intern is expected to fulfill any responsibility assigned that can be accomplished within the time limitations mentioned above. Of course, interns will not perform any duties that are unethical or illegal.

The intern is responsible for all travel and costs required in the internship and accept the attending liability.

The intern is representing the college and the state legislator. As such, while working, the manner, appearance, and dress of the intern should be professional.

I have read and agree to the expectations as stated in this document.

Signature of Intern Applicant

Date _____

Return completed application documents to
Professor Laura Williams
BCTC KY Legislative Internship Coordinator
Bluegrass Community & Technical College
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Lexington, KY 40508-1207
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