

**University of Kentucky
Martin-Gatton College of Agriculture,
Food and Environment Internship
Frequently Asked Questions**

Q: What is the Cooperative Extension Service (“Extension”)?

A: Extension is an external teaching arm of University of Kentucky. It has a specific range of topics that educators teach. These include agriculture and natural resources, family and consumer sciences, 4-H youth development, and rural and community development. There is an Extension presence in each county of the state (120 counties).

Q: What will be my responsibility as an intern?

A: The objective of the internship is to provide an opportunity for the students to experience the work that Extension professionals perform. County-based interns will be asked to plan and teach programs at the local level under the supervision of an Extension Agent. Extension departmental interns will be asked to research, write and deliver educational content.

Q: What county will I be assigned to if accepted?

A: Intern placements depend on many factors including available housing, academic interest, and host county/department needs. Interns will not be placed in counties in which they have a relative who is employed by Extension or the University or who is on the county’s Extension District Board.

Q: Do I have to attend the University of Kentucky to be eligible for an Extension intern position?

A: No, eligible participants must be currently enrolled in any academically accredited college or university. It does not have to be the University of Kentucky. See below for additional information concerning eligibility.

Q: Do I have to be an agriculture major?

A: While we prefer students who are majoring in fields of study that would qualify them for an Extension Agent or Specialist role (see Agent degree requirements [here](#)), we are not limiting selections to these degrees.



Q: Will the work week be limited to Monday through Friday? Will I have every weekend off?

A: Interns' work schedules will generally be the same as Agents or Specialists. Many weeks **EXCEED 40 hours per week**. There will be regular night and weekend work. Take the lead from your supervising Agent or Specialist. Most county Extension interns will go to 4-H camp, which is an overnight camp.

Q: How much will each intern be paid?

A: County Extension office interns will be paid \$3,000 a month. Interns working at RCARS or in a campus department will be paid \$18.75/hour.

Q: Will I receive academic credit for this internship?

A: Credit for this internship is a matter to be determined by the student and his or her academic institution.

Q: Are there funds to help with living arrangements in the counties?

A: In general, there are no funds to help with living expenses in the counties. We may be able to offer living arrangements for out-of-state interns in certain counties. When applying, list counties that are within a reasonable driving distance from locations in the state where you have secured housing.

Q: What are the qualifications for the internship position?

A: Minimum requirement: Interns should be currently enrolled in an undergraduate program at an accredited 4 year college or university, have at least a 2.75 GPA, and have earned at least 60 credit hours at the time of application. May graduates with a qualifying GPA may also be considered. Interns must possess a valid driver's license and have their own vehicle and be willing to drive/travel for work. Travel expenses are reimbursed in accordance with Extension and University policy.

Q: Are there other requirements or opportunities?

A: Interns will complete an exit interview, which will include a process similar to an annual performance appraisal. This formative evaluation will assist in shaping future internship programs and in guiding hiring officials as to whether the intern is a good fit for future employment. Interns may be required to attend 4-H camp. Interns will complete a special project under the supervision of their Agent or Specialist. Interns will present their special project to Extension Agents and Administrators at a showcase event at the end of the summer program. Interns will also complete a Success Story sharing the impact of their summer project on clientele in their county.



Q: Are there behavioral expectations?

A: Summer internships are a great opportunity to build a positive network of references and contacts to support you as you move forward towards professional employment. Interns are expected to act as professionals in the department/community/county where they complete their internship. To this end, the student will be expected to meet the standards of professionalism and to comply with all University of Kentucky and Cooperative Extension Service policies.

Q: When will I know if I get an internship?

A: Applicants will be notified as soon as possible after interviews are conducted, generally this occurs late in the fall semester (mid-December) or early spring semester (January).

