

# FAQ for BCHS Students and Parents for Co-ops & Internships

## What grades are allowed to participate in internships & co-ops?

11th and 12th grades students are allowed to participate in internships and co-ops if all other requirements are met.

## How do I find a place to intern or co-op? Do I do that or does the school?

**Step 1:** Print off the [co-op/internship](#) eligibility form

**Step 2:** Speak to a teacher in your career pathway's department about your desire to participate. If they agree you are a candidate for placement, ask the teacher to sign the "Teacher Recommendation" line on the form.

**Step 3:** Schedule an in-person meeting with your Guidance Counselor via email. Your Guidance Counselor will confirm your eligibility according to your GPA and attendance and behavior records. (GPA, 95% attendance, minimal discipline issues, etc.) by checking and initialing the appropriate boxes on the Eligibility Form. Additionally, your guidance counselor will ensure when/if your class schedule will allow placement.

**Step 4:** Return to the teacher from "Step 2" with completed documentation from the Eligibility Form (Step 1). At this time, if you are determined eligible, you may discuss placements with your teacher, including any recommendations you have. Ultimately, **you and/or your pathway teacher are responsible for finding placement and ensuring the placement will provide continued learning in your career pathway;** however, placement support may be provided through other school/district staff.

## What testing is required before I intern or co-op?

Students must have passed an EOP, have gained an industry certification, or have completed a dual-credit course IN THE PATHWAY in order to participate in an internship or co-op.

## Can I co-op with a family member?

Due to grading and accountability procedures, students may not participate in any work-based learning placement with a family member.

## Will I be paid for my co-op?

By law, if you are in a state approved co-op, you must be paid by your employer; however, internships and experience-based work may be unpaid.

### **How many blocks each semester can I co-op?**

Students must have at least 4 other courses that are not co-op course codes on their schedule each year.

### **Will I still receive KEES money for a co-op?**

*KEES program regulation ([11 KAR 15:090](#)) has been modified to specify that only CTE pathway approved cooperative education courses may count as more than one course for purposes of satisfying yearly KEES curriculum requirements. Work-based learning opportunities not approved for and connected to CTE career pathways, may only count as one course towards KEES curriculum requirements.*

### **How am I graded for my co-op?**

Co-op supervisors will complete a form regularly which is reviewed by the pathway teacher of record on the student's schedule who will submit the course grade.

### **What is the difference between a co-op and an internship?**

**Internships** give students the opportunity to have on-the-job training with one employer. This type of experience can be classified as short or long-term (*semester or less*), as well as paid or non-paid. Internships can also be taken as the 4th class in a Career Pathway, but the internship placement **MUST** be related to the pathway. *Due to accountability and grading procedures, students may not be in an internship with a family member.*

**Cooperative Education (Co-op)** is a paid, long-term (*at least a semester*) educational program consisting of in-school instruction (*a related pathway course during the current school year*) combined with related on-the-job work experience in a business or industrial establishment. The co-op placement **MUST** be related to the pathway and current-year course. A student must complete 4 classes in a pathway to be eligible for a co-op placement. *Due to accountability and grading procedures, students may not be in a co-op with a family member.*

### **What is an entrepreneurship program?**

**Entrepreneurship** placements give students a deeper understanding of economic principles and the opportunity to apply classroom learning by organizing and operating a business. Entrepreneurship placements can be taken as a part of any career pathway, but may not count towards an additional credit in that pathway. Students must comply with all local, state and federal laws and regulations related to their entrepreneurship placement. Students assume all financial and legal risks in an entrepreneurship program. Therefore, students must legally have ownership (*evidenced by a KYSOS document*) in the business. *Due to legal requirements, accountability, and grading procedures, students may not be in an entrepreneurship program with a family member's business.*

**What classes do I have to take first to be able to co-op? How many pathway classes?**

Students must have completed 4 pathway courses prior to a co-op (not including the co-op itself) or 3 pathway classes prior to an internship.

**Can I co-op in a job area that is not related to my career pathway?**

Under no circumstances can a student co-op in a placement that is not related to the career pathway.

**Can I co-op outside of Barren County?**

A student can co-op in a county other than Barren as long as the placement is approved by the CTE department.

**How will attendance be taken at co-op?**

Attendance is reported to the supervisor and the teacher. Students who will be absent from co-op are obligated to notify the supervisor and the teacher of any absences. These will in turn be reported to the attendance clerk.

**Transportation: how do I get there and back to school?**

Transportation paperwork must be completed and submitted to the pathway teacher. Students may not ride with other students to a co-op placement.

**Do I have to come back to school for assemblies, etc?**

Yes, students are expected to attend all required assemblies.

**Can the school end my co-op due to attendance, grades and/or behavior?**

Yes, the school reserves the right to end a co-op at any time for any issues with attendance, grades or behavior.