

*City of Texarkana,  
Texas*

# INTERNSHIP PROGRAM OVERVIEW



Where internships start careers!

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## MISSION, VISION & CORE VALUES



### VISION

The vision of the City of Texarkana, Texas is to **be a thriving regional center for education, business and culture which attracts and serves our residents and visitors.**

### MISSION

The mission of the City of Texarkana, Texas is to **provide customer focused public services and regional leadership that serves our residents and visitors while offering a safe, vibrant, and welcoming community.**

|                       |                            |                           |                       |
|-----------------------|----------------------------|---------------------------|-----------------------|
| <br><b>TEAMWORK</b>   | <br><b>INTEGRITY</b>       | <br><b>ACCOUNTABILITY</b> | <br><b>INNOVATION</b> |
| <br><b>LEADERSHIP</b> | <br><b>PROFESSIONALISM</b> | <br><b>COMMUNICATION</b>  | <br><b>CHARACTER</b>  |

## **Introduction**

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Welcome to the City of Texarkana, Texas, "Where Internships Start Careers!"

This program is an opportunity for City staff to equip college students with practical, real-world work experiences that will help them transition into a successful career in the public sector and develop the next generation of municipal leaders! We seek to attract exceptional individuals from different social, economic, and cultural backgrounds to the local government sector. We strive to provide learning opportunities for interns from a variety of academic disciplines who are representative of the City of Texarkana's diverse community.

When students think of their future, many do not consider careers in municipal government, often because they simply were not aware of the opportunities available within municipalities. In reality, most careers that someone could have within the private sector – from administrative to engineering, art to social work, and everything in between can also be done by choosing a career in local government!

Our program has been designed to provide students with practical, hands on work experience, within their desired field of study with the City of Texarkana, Texas, mutually benefitting the student and the overall operation of the City.

## **Internship Availability**

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Internships are provided by the City on an as-needed basis. The City does not guarantee a certain number of internships each year. Intern availability will be based on a variety of factors including but not limited to the workload of current staff and ability to provide dedicated time to support and evaluate the intern, to ensure a meaningful and rewarding experience.

## **Application and Selection Process**

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Candidates for internships should submit the enclosed "Internship Statement of Interest Form" and "Internship Availability Form" to the Human Resources Department according to the following schedule depending on the semester you desire to complete your internship.

**Fall Semester (September – December):** Applications accepted May 1 – July 30

**Spring Semester (January – April):** Applications accepted October 1 – November 30

**Summer (May – August):** Applications accepted March 1 – April 30

Applicants for internships will undergo an interview with the department before final selections are made. Candidates will also be required to provide their availability (days of the week/times available) to the Human Resources Department prior to being selected as an intern for the City to ensure the department is able to accommodate the intern's desired schedule.

Internship decisions at the City will be based upon merit, qualification, and abilities. City policies govern all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to training.

The City does not discriminate in internship opportunities or practices on the basis of race, color, religion, gender, national origin, ethnic affiliation, age, disability, veteran status, sexual orientation, gender identity, gender expression, genetic information or any other characteristic protected by law.

In accordance with the Americans with Disabilities Act (ADA), the City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

In compliance with the Genetic Information Nondiscrimination Act (GINA), the City prohibits discrimination and retaliation based on genetic information in employment opportunities or practices.

## **Background Screening**

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Candidates selected for an internship will be required to undergo background screening and have an acceptable history based upon the position.

## **Duration of Internship**

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The duration of the internship may vary based on the intern's availability. In general, internships shall last for the duration of the semester or summer and no more than one school (1) year. If an internship may extend past one (1) school year, the Department Director shall review the need to extend the internship with Human Resources.

The City may end the internship at any time, with or without cause, based on the operational needs of the City. Accordingly, the intern can terminate the internship at will, at any time, with or without cause, with or without notice. Interns that fail to give at least two (2) weeks' advance notice prior to terminating the internship may be ineligible for future opportunities with the City and their record may reflect the same.

## **School Requirements**

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The intern is responsible for ensuring all requirements set forth by the school regarding the internship for school credit are met. The intern shall bring any forms/documentation necessary to their supervisor for completion, as needed, and return to the school.

## **Expectations**

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- Must be currently completing coursework towards a bachelor's or graduate degree in a field related to work conducted by a municipality.
- Must be able to work up to 15 hours per week during Fall and Spring semesters
- Must be able to work up to 20 hours per week during the Summer.
- Attend administrative, citizens' committees, and City Council meetings as requested.
- Complete the entire length of the internship program.
- Complete a capstone project (A mutually agreed upon project that primarily benefits the community and/or City).

## **Performance Reviews**

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Interns must abide by all City policies, as outlined in the City Personnel Policy Manual. Failure to do so will result in termination of the internship and notification will be made to the intern's school.

Interns must remain productive and dedicated to a successful learning experience. Performance will be reviewed on an ongoing, informal basis by the intern's supervisor.

At the end of the internship, the supervisor will complete the intern review form and go over it with the intern prior to the intern's last day. This form shall be returned to HR no later than one week after the intern's departure.

## **Confidentiality**

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Certain information learned by interns during their work in the office may be privileged information and is to remain confidential. If at any time it is discovered that confidential matters have been discussed outside the office, the internship will be terminated effective immediately and the intern may be subject to civil and criminal penalties. Interns will be required to sign a confidentiality agreement, prior to starting their internship as a condition of the internship.

## **Frequently Asked Questions**

### **Where Do I Submit My Application?**

All applications must contain the "**Statement of Interest Form**" and the "**Availability Form**". To submit your application, you can deliver in-person to Texarkana, Texas City Hall at 220 Texas Blvd., Texarkana, Texas 75501 in the Human Resources office. You can also email your application to [james.bramlett@txkusa.org](mailto:james.bramlett@txkusa.org).

### **Will this be a paid or unpaid internship?**

Whether or not your internship will be paid or unpaid depends on several factors, including whether or not you will be receiving course credit for your internship. Please visit with a member of the Human Resources office to receive clarification as to whether your internship will be considered for a paid or unpaid opportunity.

### **Who do I contact for more information?**

If you have any questions regarding an internship opportunity please reach out to the Human Resources office by visiting Texarkana, Texas City Hall located at 220 Texas Blvd., Texarkana, Texas 75501 or contacting us by phone at 903-798-3917.

## Internship Statement of Interest Form

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Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Department for Internship: \_\_\_\_\_

Are you willing to accept an internship in a department other than your preferred department?       Yes                       No

In the space below, please indicate why you wish to intern with the City of Texarkana, Texas in the department indicated above. Attach additional sheets, if necessary.

**Internship Availability Form**

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Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Desired department/area to serve as intern: \_\_\_\_\_

Please indicate your availability to serve as an intern below:

| <b>Day</b>                         | <b>Hours</b>   |
|------------------------------------|----------------|
| <input type="checkbox"/> Monday    | _____ to _____ |
| <input type="checkbox"/> Tuesday   | _____ to _____ |
| <input type="checkbox"/> Wednesday | _____ to _____ |
| <input type="checkbox"/> Thursday  | _____ to _____ |
| <input type="checkbox"/> Friday    | _____ to _____ |
| <input type="checkbox"/> Saturday  | _____ to _____ |
| <input type="checkbox"/> Sunday    | _____ to _____ |

Date available to begin: \_\_\_\_\_

Is the internship for school credit?  Yes  No

If yes, for what school? \_\_\_\_\_

Do you have a certain number of internship hours to complete?  Yes  No

If yes, how many? \_\_\_\_\_

Do you have a deadline to complete the internship?  Yes  No

If yes, when? \_\_\_\_\_

I agree to participate in my training as assigned. I agree to comply with the Policies and Procedures of the City of Texarkana, Texas.

I understand that I am responsible for contacting my supervisor regarding my available hours/days of interning. I understand that I will notify my supervisor should I need to change the agreed upon schedule. I understand that based on work availability and other business needs of the department, an originally agreed upon schedule may need to be altered and/or terminated at any time with or without advance notice.

I fully understand that the City of Texarkana, Texas has the right to terminate my internship at any time, with or without notice.

Full Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Received by:**

HR Representative (Printed): \_\_\_\_\_ Date: \_\_\_\_\_