



INTERNSHIP PROGRAM INFORMATION GUIDE



*A guide for interns, staff,
and City departments.*

TO APPLY

1. Consult with an academic adviser if currently enrolled in school.
2. Resumés will be submitted directly to managers/departments of interest.
3. Qualifying candidates will be contacted for a personal interview.
4. Students will be selected based on a combination of GPA, experience, references, skills, and interviews.
5. The final selected candidate will be contacted to begin pre-employment processing.

COMPENSATION

Intern I: \$13 per hour
Intern II: \$15 per hour
Intern III: \$17 per hour

Pursuant to a Memorandum of Understanding for Internship: The Intern shall be paid on a bi-weekly basis as set by the City of Carrollton. The City shall deduct from the amount due to the Student Intern any and all amounts required by law, including any and all amounts required to be deducted for FICA or federal income taxes.



PURPOSE

The purpose of the City of Carrollton U@Work Internship Program is to provide applicants with the opportunity to observe, study, and participate in the City as a way of enhancing academic experience and broadening possible career opportunities within City government. Interns should apply the skills and knowledge acquired in classroom curriculum in the context of the specific City department to which they are assigned. Interns are expected to benefit the City by furthering its capacity to operate efficiently.

OBJECTIVES

- Attract applicants from different social, economic, and cultural backgrounds, representing the cultural diversity of the Carrollton community.
- Provide interns with valuable public service experience that will enhance their job skills and competencies.
- Give interns an opportunity to learn first-hand how local government works.
- Create a new resource for students or recent graduates seeking future employment.
- Create a diverse pool of qualified applicants to fill positions within the City of Carrollton.
- Provide City departments with additional staff support and opportunities for feedback.

COLLEGE CREDIT

Students are encouraged to participate in the U@Work Program for college credit, but it is the student's responsibility to find out if they are eligible to receive credit. Here are some recommended steps that students can take:

1. Talk with an academic adviser or faculty member about the U@Work Internship Program and options for enrolling in an internship or independent study course.
2. Find out whether an internship will count toward their respective degree program or as an elective.
3. Include this information on their U@Work Internship Program application.
4. Proceed with the application process. **Note:** Not all degree programs have internship courses available at all levels.

ID BADGES

All City Interns are required to wear their City ID badge prominently displayed while at any City facility. The Intern will be responsible for picking up his/her ID badge from Information Technology located inside City Hall.

SCHEDULED HOURS

Those hired for Intern I positions will be expected to work a minimum of 10 hours per week and a maximum of 25 hours per week, if they are enrolled in school during a semester; however, they may work up to 40 hours per week during summer, holiday, and semester breaks. Those hired for Intern II or III positions will be expected to work a minimum of 15 hours per week and a maximum of 40 hours per week.

ATTENTION

Although some internship job descriptions require current enrollment in school, graduates who meet the education requirements will also be considered.



REQUIREMENTS

Intern I – High School Level

- At least 16 years of age
- Currently enrolled in, or graduated from, a secondary educational institute within the City of Carrollton
- Recommended by the school's counselor for the internship, if applicable
- Able to pass pre-employment drug screening
- Responsible for their own transportation

Intern II – Undergraduate Level

- Currently enrolled in, or graduated from, a university or community college
- Maintaining a 2.5 GPA or better
- Able to pass pre-employment drug screening
- Responsible for their own transportation

Intern III – Graduate Level

- Currently enrolled in, or graduated from, an accredited graduate program
- Maintaining a 2.5 GPA or better
- Able to pass pre-employment drug screening
- Responsible for their own transportation

EXPECTATIONS

The U@ Work Internship Program is a resumé-building experience where interns are relied upon and treated as professionals. City Interns will be asked to meet the following expectations:

- Understand and fulfill commitments and job duties.
- Contact the designated department supervisor in the event of a true emergency for which the student will miss an agreed upon work-day/time.
- Give appropriate notice to the department should termination of the internship be unavoidable.
- Respect confidentiality of client and City information.
- Serve as ambassadors for the U@Work Internship Program.
- Preserve the reputation and integrity of the high school, college or university, if applicable, as well as the City.
- Dress appropriately.
- Arrive at work promptly and be ready at the appointed time.

INTERNAL PROCESS INFORMATION

- After annual Budget Kick-Off, Strategic Services will solicit forecasts from Departmental Management.
- Strategic Services will compile forecasts and submit an ATB for the fiscal year's program.
- Within 30 days of new fiscal year, all forecasted requisitions will be entered by Strategic Services, requisition numbers will be available on the Intern Tracking Log.
- The Hiring Department is responsible for recruitment. Interns can be directed to the Internship Program short form application on the City website. There is also a list of suggested hiring sites on the Strategic Services SharePoint page.
- Strategic Services will forward short form applications to the appropriate hiring manager. The volume of applicants will be tracked on Strategic Services' PMPs.
- The Hiring Department completes the Detail Sheet and the IT Onboarding Ticket. Although the interns are paid from the Strategic Services budget, the Hiring Department should fill out all forms as though the intern works for their department. Unless the intern will be working for Strategic Services, the new employee's manager should never be listed as a staff member of Strategic Services.
- Workforce Services completes the hiring process and sends out the onboarding list.
- If Strategic Services notices an intern on the onboarding list, they will fill in some information on the internship Tracking Log and the Hiring Manager will be automatically notified through Power Automate.
- Once notified, the Hiring Manager should complete the remaining information on the Tracking Log and include any significant updates (change in assignment, major projects, adjustments in anticipated last day, etc.) within 10 business days.
- If the Hiring Department would like the assistance of Strategic Services staff on the Intern's first day (introduction to the City, tours, badges, locating Workforce Services), Strategic Services must be notified at least a week in advance.
- The Hiring Department is responsible for ensuring that the Intern completes their New Employee Orientation. Strategic Services will hold three NEO sessions for Interns each fiscal year, one in spring, summer, and fall.
- Strategic Services will regularly monitor the Tracking Log and reach out to interns for testimonial during the course of the program.
- Upon completion of the internship program, the Hiring Department is responsible for completing most all offboarding paperwork. Exit interview questions for the program will be provided in the offboarding packet by Workforce Services.



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