



To the Mayor and Members of the City Council

January 24, 2023

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SUBJECT: CITY OF FORT WORTH INTERNSHIP PROGRAM

The purpose of this informal report is to provide an update on the City of Fort Worth (CFW) Internship Program. The City is dedicated to creating opportunities for the growth and development of today's students. The CFW Internship Program is intended to create a professional environment by which college-level students gain the opportunity to apply experiential classroom learning in a professional setting. The program provides interns with valuable public service experience as future colleagues or potential future employees in local government or the public sector. The program also provides an opportunity for the City to evaluate talent for future opportunities within the City.

Internships can be paid or unpaid, may or may not include academic credit, and do not exceed 12 months. Paid interns are classified as hourly paid employees in temporary positions and are not eligible for benefits. Each department is responsible for ensuring the appropriate use of student interns and for working collaboratively with the Human Resources (HR) Department for paid internships and unpaid internships for educational credit, or with the Communications & Public Engagement Department for unpaid (volunteer) opportunities without educational credit.

The intern selection process was streamlined in the Spring of 2022 to track paid and unpaid internships. Interns are selected through a traditional recruitment process or through partnerships between colleges, universities and City departments. Departments can also partner with local government agencies that provide workforce development services through specialized programs. An "Internship Project Proposal Form" is required for paid and academic credit internships.

Paid intern positions are advertised on the CFW Careers website and Handshake.com – a talent recruiting platform connecting employers to students across educational institutions. Unpaid positions are advertised through Handshake.com.

Intern Demographics Review

Demographics data for paid interns (for 2020-2022) includes:

Ethnicity	Total
White	3
2 or More	2
Black	2
Hispanic	2
Grand Total	9

Gender	Total
Female	4
Male	5
Grand Total	9

Demographic data for unpaid interns (for 2022) includes:

Gender	Total
Female	6
Male	2
Grand Total	8

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The eight (8) unpaid interns were assigned to the following departments:

- 4 unpaid interns – Mayor’s Office
- 2 unpaid interns – Office of Police Oversight Monitor
- 1 unpaid intern – Transportation & Public Works
- 1 unpaid intern – Code Compliance, Environmental Quality Division

Note: Internships that are unpaid and that do not receive educational credit are classified as volunteers and are onboarded through the Communication & Public Engagement department. Demographic data for volunteers is not currently collected but will be collected after the transition to the new Volunteer Management System in 2023.

Intern Compensation Review

The pay range for paid interns from 2020 to 2022 is \$15 - \$20/hour. Interns are scheduled to work up to 19 hours per week and do not receive benefits. The overall estimated annualized cost per intern using the same number of unpaid internships and the pay range of \$15 - \$20/hour for 52 work weeks would be between \$14,820k up to \$19,760k per intern. Using 12 weeks to align with college semesters with an average of 19 hours per week, is estimated to be \$3,420 up to \$4,560 for paid internships.

Academic related unpaid internships are necessary to support credit-bearing requirements for college and university level students in order to fulfill academic requirements and will be classified as volunteers.

Next Gen Ambassador Program

In summer 2022, the City launched the first Next Gen Ambassador Program. Although not a formal internship, this program targeted young adults aged 17 to 21 who were interested in learning about municipal operations. In total 37 participants were assigned to various City departments for 8 weeks. On Fridays, the participants would attend development workshops provided by HR to enhance the overall learning experience. The Ambassadors were paid \$14/hour and is expected to continue in FY '23 to be funded based on departmental participation. The demographics for those that participated are listed below:

Ethnicity	Total
Hispanic	20
Black	8
White	8
2 or More	1
Grand Total	37

Gender	Total
Female	27
Male	10
Grand Total	37

If you have questions concerning this information, please contact Dianna Giordano, Human Resources Director at 817-392-7783.

David Cooke
City Manager