

To the Mayor and Members of the City Council**May 16, 2023**

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**SUBJECT: EXPANSION OF CFW INTERNSHIP PROGRAM**

The purpose of this informal report is to provide an update on the initiatives to expand the City of Fort Worth (CFW) Internship Program as requested by the Mayor & Council following IR 23-006 presented on January 24, 2023, which described the program.

In the Summer of 2023, Human Resources will implement the following best practices to make the internship program more robust and efficient for City departments.

1. Internship Qualifications

Currently – internship qualifications include students working toward a specialization in a vocational field, or a bachelor's, master's or doctoral degree from an accredited college or university.

New Change – the internship program will be expanded to include interns working toward a specialization in a technical program, high school students, and students working toward an associate degree from an accredited college. The official job description was updated and City departments will expand on specific key responsibilities and roles within the job posting.

2. Intern Selection

Currently – interns are selected through the traditional recruitment process or through partnerships between colleges, universities and City departments.

New Change – partnerships can be expanded to include high schools, community colleges, and local government agencies. Prior to implementing partner agreements, Human Resources will need to review and approve the program to ensure it meets CFW's Internship Program Guidelines.

This new change will allow departments to work with ISD's that offer pathway programs to their high school students. For example, the Fort Worth ISD offers Pathways to Technology Early College High School (PTECH) where students have the opportunity to earn an associate degree along with their high school diploma – tuition free. In addition to the opportunities offered through Early College High School, P-TECH schools provide work-based learning experiences by establishing agreements with industry partners.

In addition, Human Resources is establishing a master agreement with Workforce Solutions for Tarrant County for departments to use, which will provide workforce development services to youth and young adults through specialized programs. One of the specialized programs offered by Workforce Solutions is the Rise Up Young Adult Program that provides employers opportunities to train interns for up to 12-weeks and wages are covered by Workforce Solutions.

3. Pay Range

Currently – pay range for interns is \$15.00-\$20.00 per hour.

New Change – pay range for interns will be increased to \$15.00-\$25.00 per hour. This allows for the diverse experience of undergraduates and graduate level students to explore internship opportunities. Each Department is responsible for ensuring the appropriate use of student interns and will work collaboratively with the Human Resources Department.

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Human Resources will conduct feedback surveys to obtain information on the program and their experiences in order to ensure that the internship program fulfills department's and intern's goals and to determine how the program can be further improved.

The following steps will be taken to communicate changes to the program:

- Announce new changes in the Department Head Meeting
- Present new changes in the monthly Human Resource Coordinator (HRC)/Medical Resource Coordinator (MRC) Meeting
- Publish new changes in the "HRC/MRC Information" SharePoint
- Publish revised CFW Internship Program Guidelines on the City of Fort Worth Employee Intranet
- Publish revised CFW Internship Program Administrative Regulations (AR) on the City of Fort Worth Employee Intranet

If you have questions concerning this information, please contact Dianna Giordano, Human Resources Director at dianna.giordano@fortworthtexas.gov.

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