

Texas Higher Education Coordinating Board



Supported by **THECB**

Texas Working Off-Campus: Reinforcing Knowledge and Skills
Internship Program (TXWORKS)

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Texas Working Off-Campus: Reinforcing Knowledge and Skills (WORKS) Internship Program (TXWORKS) is a program that provides students with opportunities to build their resumes through paid and professional work experiences aimed at strengthening their career readiness.



www.TXInternshipChallenge.com



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Apply Now
For 2021 Internships



[Search Jobs](#)

Job Title, Company, Occupation or Military Code

City, State, County, Region or Zip

[Search](#)

Enter a keyword and/or location to find jobs.

Meet the Challenge!

The Texas Internship Challenge is a partnership among the Texas Workforce Commission (TWC), Texas Education Agency (TEA) and The Higher Education Coordinating Board (THECB), who challenge employers to offer paid internships and make it easy for students to search and apply for them.

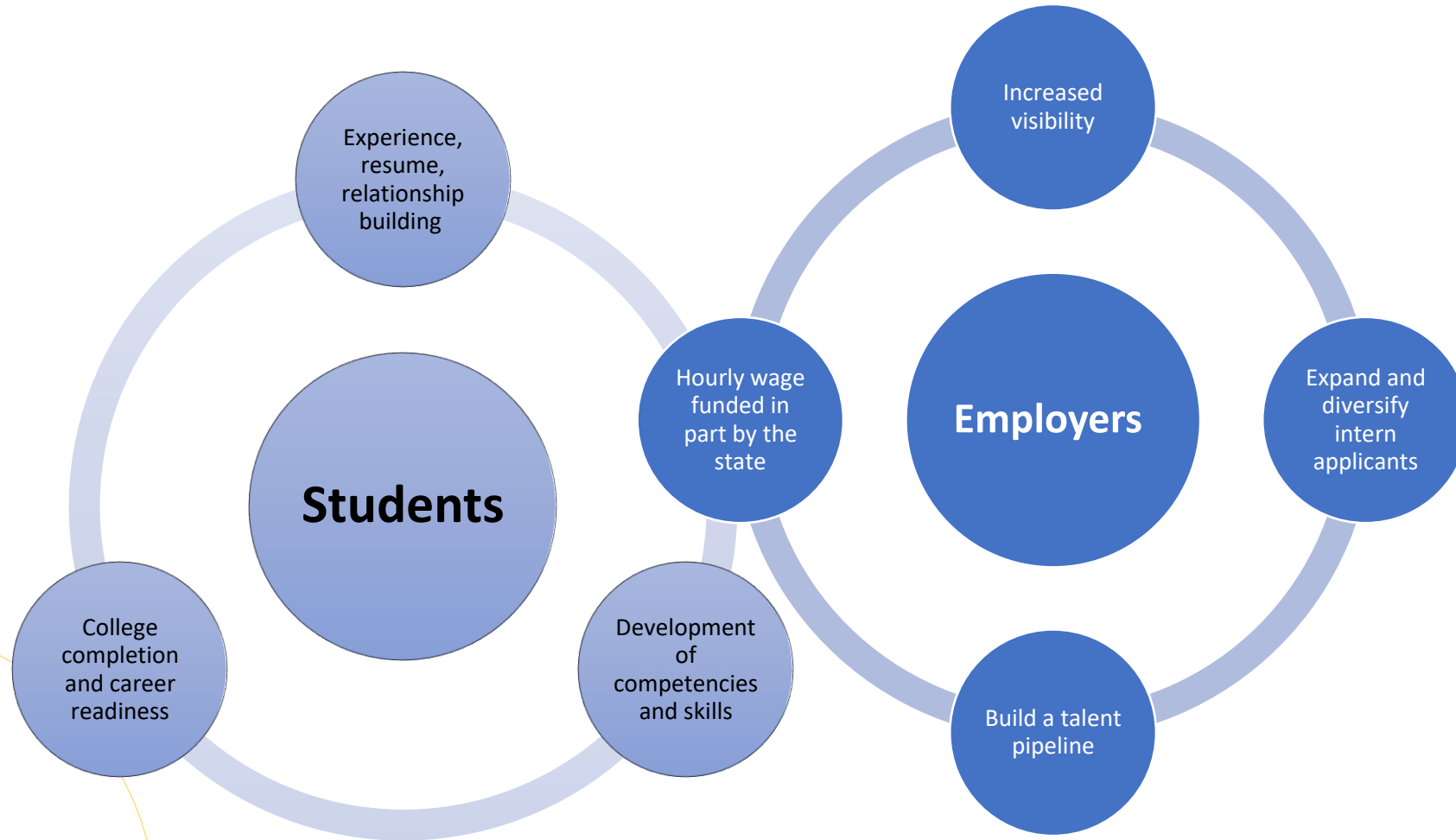
Employers: Looking for an Intern?

The Texas Internship Challenge encourages employers to offer paid or for-credit applied learning opportunities. Internships help students gain the marketable skills employers are looking for and introduce students to in-demand occupations. [Click here to register and post internships.](#)

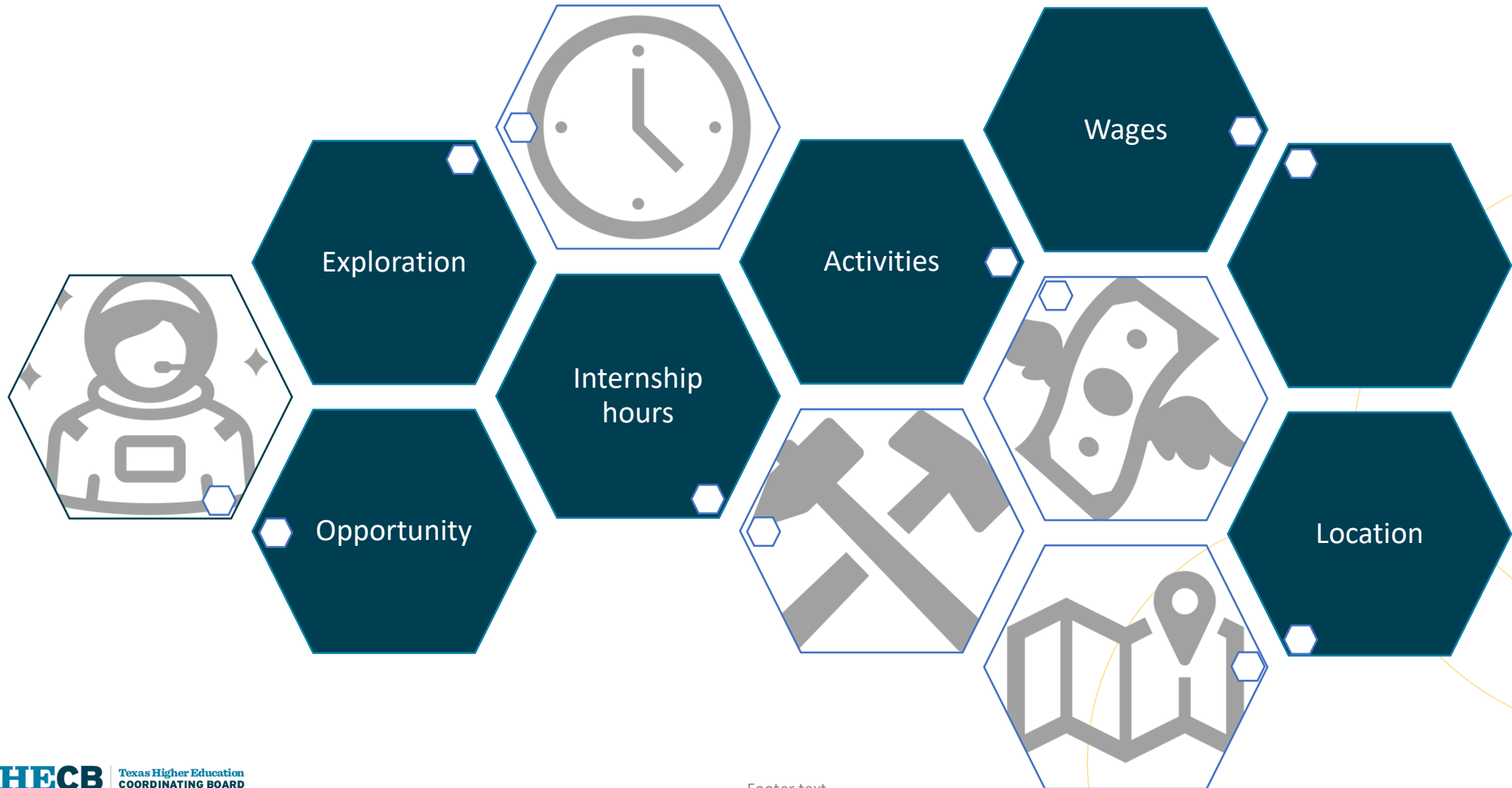
Students: Looking for an Internship?

The Texas Internship Challenge encourages students to participate in the thousands of internships around the state to gain the marketable skills employers are looking for. Internships help you explore career opportunities, network with employers, and earn a salary or school credit. Start your search by entering your keyword in the search bar above. [Click here to register and enter your résumé.](#)

TXWORKS Program Value



TXWORKS Internship Requirements



TXWORKS

Employer Internship Requirements

- Opportunities for meaningful, challenging, real-world work experiences.
- Exploration of career paths with professional development and certification opportunities as applicable.
- Internship activities that are not political or sectarian in nature and with no more than 25% administrative work.



TXWORKS

Employer Internship Requirements

Work a minimum 8 weeks and a minimum of 96 hours.

Internship periods can be for more weeks and hours.

Schedules are determined by interns and employers.

Internship Periods

- Spring 2023 (22 Weeks)
 - 12/10 – 5/12
- Summer 2023 (13 Weeks)
 - 5/13 – 8/12
- Fall 2023 (13 Weeks)
 - 8/13 – 12/9
- Spring 2024 (22 Weeks)
 - 12/10 – 5/12
- Summer 2024 (13 Weeks)
 - 5/13 – 8/12

TXWORKS

Employer Internship Requirements

Earn a minimum of \$20 per hour.

Example: \$20/ hour for 96 hours over 8 weeks

$\$20 * 12 \text{ hours/week} =$
 $\$240/\text{week} * 8 \text{ weeks} = \$1920/$
internship period

THECB reimburses \$960 to the employer.



Employers and Interns negotiate schedules.

Employers can offer more than \$20 per hour.



An Intern can work 2 consecutive periods.

TXWORKS

Employer Internship Requirements

Internship activities that are not political or sectarian in nature and with **no more than 25%** administrative work.

Internships that can be offered **face-to-face, virtually or hybrid.**

No more than 50% of the eligible employer's workforce may be interns.

TXWORKS

Application and Agreement process

Employer Application and Agreement Steps

Register with Texas Internship Challenge

Complete an easy, online application

Submit a Capacity Plan

Submit THECB vendor documents

Once the agreement is in place, implement!

Texas Internship Challenge



En Español

Sign In



Apply Now
For 2022 Internships



Enter a keyword and/or location to find jobs.

Search Jobs

Job Title, Company, Occupation or Military Code

City, State, County, Region or Zip

Search

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TXWORKS Employer Application



Thank you for applying to participate in the TXWORKS Internship program. Please complete the entire application and feel free to email TXWORKS@HigherEd.Texas.gov with any questions. The [TXWORKS Employer Application WORD Template](#) may be helpful in completing the Employer application. The Employer application must meet the application requirements and be submitted on behalf of the Employer with proper authorization to qualify for further consideration.

Complete These Steps Prior to Starting Application:

1. All prospective employer applicants must review the TXWORKS Program Overview & Application Guide posted on the [TXWORKS Employer webpage](#).
2. Employer applicants must be registered with Texas Workforce Commission and have been verified to post internship opportunities on www.TXInternshipChallenge.com.
 - o Employers will receive a confirmation email from Texas Workforce Commission. This email verifies the employer applicant has successfully been registered and can post positions on the Texas Internship Challenge site. The email confirmation must be submitted by email to TXWORKS@HigherEd.Texas.gov.

TXWORKS Employer Application

Capacity Plan

This lets us know how many interns you are planning for and funding allocations.

Excel spreadsheet with formulas for easy calculations

Show funding for employers and total funding required.

TXWORKS Proposed Internship Capacity Plan	
TXWORKS TEXAS INTERNSHIP CHALLENGE	
Form Instructions: The purpose of this form is for employer applicants to provide a capacity plan to host interns if selected. Save this file and enter the requested data for each internship period. Convert to PDF format before submitting to the TXWORKS email, txworks@highered.texas.gov with the TXWORKS Employer Application. If selected, the information entered in this worksheet will determine the allocation amount for the Agreement based on program need. Help text will display when cells are selected to understand worksheet calculations further. Allocations are determined based on the proposed number of interns that can be employed, the proposed number of hours to be worked, and the length of the internship. Internships should be a minimum of eight weeks and 96 hours. Employers may determine work schedules, total hours within the internship period and provide interns opportunities to work more than eight weeks and 96 hours.	
Program Requirements for Funding and Reimbursement: Selected employers will be reimbursed at the rate established by the THECB for fully paid eligible wages for eligible interns. Employers may implement the TXWORKS Internship Program in two or more of the following internship periods: Fall, Spring, Summer, Fall, Spring (five internship periods). The state will fund (ten) \$10 of the internship's earned hourly wage. Participating entities will match the state's contribution by an equal amount. As a result, entities will pay employed interns a minimum of (twenty) \$20 per hour. The TXWORKS portion of the internship earned hourly wages will be reimbursed once the internship period has ended and all reporting requirements are met and approved by the THECB.	
Funding limitations: Funds appropriated for the TXWORKS program may only be utilized towards internship earned hourly wages and within the start and end dates of the specified internship period.	
Question	Response
Enter the name of employer:	
Enter the number of employees at this EMPLOYER:	
ALERT: No more than 50% of the eligible employer's workforce may be interns.	
FALL	Enter responses in this column.
Does your organization plan to host interns in the Fall?	Select Yes or No
In what format does your organization plan to offer internship	Select from the Dropdown Menu
Enter the names of all Texas counties where interns may work. (Type the names of all Texas counties where interns may work. Separate	
Which career cluster will these internship opportunities primarily provide training and preparation for? <i>If the proposed internships offer training and preparation for more than one career cluster, then you may enter those additional career clusters in the comment box provided at the bottom of this form. To view the list of career clusters, click on the form tab below titled "Career Clusters"</i>	Select best choice from the Dropdown Menu
How many interns does your organization have the capacity to host for this internship period?	0
Expected number of weeks interns will work	8
Expected number of hours per week interns will work	0
Total, Expected Hours Worked per Intern	0
Total, Expected Earnings per Intern, calculated at \$20 per	\$0.00
Total, Expected Earnings for ALL Interns	\$0.00
TXWORKS allocation for all interns	\$0.00

TXWORKS Employer Application

Supplemental THECB Vendor Documents

The screenshot shows the 'Application for Texas Identification Number' form. It includes a header with 'PRINT FORM' and 'CLEAR FORM' buttons. The main title is 'Application for Texas Identification Number'. Below the title, there are instructions and a section for 'Payee Information (Please type or print)'. The form is divided into two sections: Section 1 and Section 2. Section 1 contains questions about whether it's a new account and the type of Texas Identification Number (TIN) being applied for. Section 2 contains fields for the payee's name, mailing address, city, state, ZIP code, and phone number.

TINS

The screenshot shows the 'THECB Contract No.' form. It includes a header with 'THECB Contract No.' and a 'PRINT FORM' button. The main title is 'THECB Contract No.'. Below the title, there are instructions and a section for 'Payee Information (Please type or print)'. The form is divided into two sections: Section 1 and Section 2. Section 1 contains questions about whether it's a new account and the type of Texas Identification Number (TIN) being applied for. Section 2 contains fields for the payee's name, mailing address, city, state, ZIP code, and phone number.

Child Support

The screenshot shows the 'Direct Deposit Authorization' form. It includes a header with 'STATE OF TEXAS' and 'PRINT FORM' and 'CLEAR FIELDS' buttons. The main title is 'Direct Deposit Authorization'. Below the title, there are instructions and a section for 'Payee Identification'. The form is divided into two sections: Section 1 and Section 2. Section 1 contains questions about the type of payee and the type of account. Section 2 contains fields for the payee's name, mailing address, city, state, ZIP code, and phone number.

Direct Deposit

TXWORKS

Student Participation Process

Student Eligibility Requirements

- Students must be a Texas resident.
- Complete FAFSA or TASFA for one of the academic periods within the last 2 years.
- Have an SAR with an EFC between \$0 and \$10,000.
- High school graduate, GED, or high school equivalent program.
- Undergraduate student enrolled for 6 or more hours at an eligible Texas college or university or enrolled within an internship course the semester prior to the internship.
- Students may participate in more than one TXWORKS Internship. Students may not participate in concurrent TXWORKS internships or more than two periods at an organization.

TXWORKS for Students

1. [Student Eligibility Form](#)
2. Search for internship positions on the [Texas Internship Challenge](#) site.
3. Submit:
 1. letter of eligibility
 2. transcripts
4. Interview
5. Intern, learn skills, and build an impressive resume!



TXWORKS

Internship Maintenance Requirements

Reporting

Competencies and Skills

- Complete at the beginning of the agreement
- Update as needed/if needed
- Purpose: guide and articulate learned competencies and skills

Financial Report

- One report each period
- Submit, even if no TXWORKS students were hired
- Purpose: initiate reimbursement for wages

Reporting

Competencies and Skills

Competencies and Associated Skills - Saved

Questions Responses

Competencies and Associated Skills

Thank you for your participation in the TXWORKS internship program. The career competencies and skills are fundamental to developing a valuable workforce. The internships that TXWORKS employers offer provide opportunities for college students to learn career competencies and skills in a work-based learning environment. Please take a moment to read through the list below and report which career competencies and skills will be gained and strengthened in each internship period.

Career competencies are based on the NACE, (National Association of Colleges and Employers) defined Career Readiness Competencies (<https://hoc-academy.s3.us-west-2.amazonaws.com/TXWORKS/nace-career-readiness-competencies-revised-apr-2021.pdf>).

Instructions: Employers must identify which career competencies and skills will be strengthened and gained in each internship period. Competencies and skills must be selected and submitted within this spreadsheet at the start of the program agreement period.

Employers will select 3 (min) to 4 (max) career competencies. For each competency, 2 (min) to 3 (max) associated skills should be selected.

1. TXWORKS Internship Employer completing this form: *

Enter your answer

2. For which internship period is this form being completed? *

Spring 2023

Summer 2023

Fall 2023

Spring 2024

Summer 2025

Financial Report

TXWORKS Financial Report

Please check this box and review the affirm statement at the bottom of the report if Employer did not implement TXWORKS internships for this reporting period.

To receive reimbursement for completed internship hours funded in part by the state, organizations must complete the following fields. These fields must be reviewed by the THECB program staff for approval before the funds may be disbursed. In addition, employers may only be reimbursed at the rate established by the THECB for fully paid earned wages for eligible interns who have completed an internship within the specified internship period dates, **December 10, 2022 - May 12, 2023**. Therefore, reimbursement will not occur during work periods before and after the specified internship period dates.

The TXWORKS portion of the internship earned hourly wages is reimbursed once the internship period has been completed, all reporting requirements have been met and approved by the THECB. A reminder that TXWORKS funds may only be utilized towards internship hourly wages. THECB staff will contact program leads if there are any questions or concerns during the report review period.

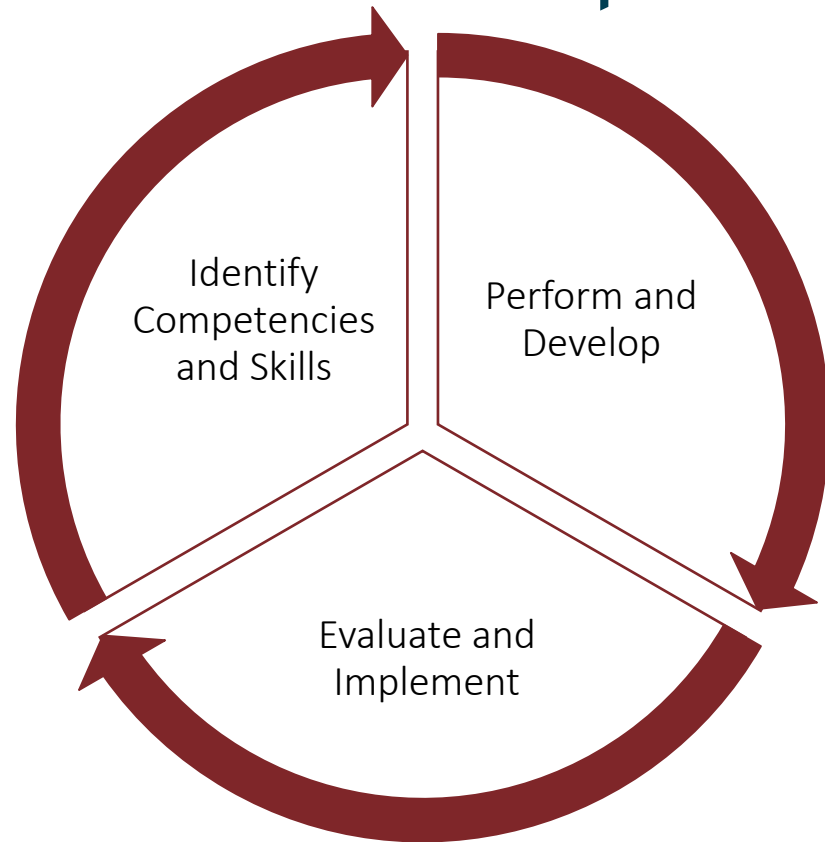
The State will fund \$10 of the internship earned hourly wage. Participating employers will match the State's internship earned hourly wage contribution by an equal amount. As a result, employers must have paid all eligible students reported as accepted offers at a minimum of \$20 per hour. Reports submitted with an hourly wage of less than \$20 will be declined and will not be reimbursed.

Internship Period BEGINNING DATE - ENDING DATE

Enter TXWORKS Record ID in this column:	Enter number of weeks intern completed internship in the column below:	Enter the number of hours the intern completed below:	Enter the per hour rate intern earned:	Total Amount Intern Earned:	Total THECB Amount:	Comment <i>Required if intern interned less than 8 weeks or interned less than 96 hours.</i>
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
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				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
Total Number of Interns Reported	0			Total Earnings for All Interns	Total THECB Amount for All Interns	
				\$0.00	\$0.00	

TXWORKS Intern and Employer Accomplishments

Career Development



- Employers will identify the career readiness competencies and associated skills that will be gained or strengthened.
- Interns will perform functions related to the organization's overall purpose, mission, and operations while developing their competencies and skills.
- Employers mentor interns and evaluate their performance and development throughout the internship
- Interns use the knowledge and experiences they have gained to make informed decisions about career pathways and future career opportunities.

Career Readiness Competencies



Critical Thinking / Problem Solving

Identify and respond to needs based upon an understanding of situational context and logical analysis or relevant information.



Oral / Written Communications

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Teamwork / collaborations

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Digital Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism / Work Ethic

Knowing work environments differ greatly. Understand and demonstrate effective work habits and act in the interest of the larger community and workplace.



Career Management

Proactively develop one's career through continual professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and networking to build relationships



Global / Intellectual Fluency

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.

Source: National Association of Colleges & Employers (NACE) www.naceweb.org.

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#TXWORKS
#TXInternshipChallenge
#TXInterns
#TakeTheChallenge

Questions?

www.highered.texas.gov/txworks

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