

TXWORKS Program Overview and Employer Participation Guide 1.00

Contents:

Program Overview and Purpose	1
Program Establishment, Authority, Rules and Administration.....	3
About the Texas Higher Education Coordinating Board (THECB)	3
Internship Program Employer Requirements	3
Student Eligibility Criteria and Application Process	7
Verification of Eligibility Requirements:.....	7
Student Application Process Overview:	9
Employer Implementation Steps Overview per Internship Period.....	10
Funding and Reimbursement	11
Program Outcomes for Interns and Employer Expectations:.....	11
Career development:.....	11
Professionalism and Relationship Building:.....	12
Overview: TXWORKS Employer Application Process Steps and Requirements.....	12
Program Contact Information/Sign-Up for Updates.....	13

Program Overview and Purpose

Texas Working Off-Campus: Reinforcing Knowledge and Skills (WORKS) Internship Program (TXWORKS) is a program that provides paid internships funded in part by the State of Texas to enable students employed through the program to attend public or private higher education institutions in Texas while exploring career options, developing and improving career readiness, and strengthening marketable skills.

TXWORKS internships are available for undergraduate college and university students who:

- have graduated from high school or received the equivalent of a high school diploma;
- are enrolled at an eligible college or university in Texas;
- are Texas residents
- have applied for financial aid and are eligible for financial assistance;
- are seeking a degree or certificate having met at least the requirements to be considered a half-time student in the semester prior to the assigned internship;
- attended a Texas college or university within the past year.

An overview of how students verify eligibility requirements and provide verification to apply for TXWORKS internship is provided on [page 7](#) of this guide.

Texas college and university students that are hired by participating employers and meet program eligibility enrollment and financial assistance requirements will:

- Earn a minimum **of twenty (\$20) per hour**.
- Intern a **minimum of ninety-six (96) hours** over a **minimum of eight (8) weeks** in Texas.
- Complete internships with challenging, meaningful, and real-work projects and tasks.
- Gain and strengthen **career readiness competencies and skills** to succeed in the workforce.
- Increase confidence to make future career decisions, build professionalism and establish relationships.

Program Establishment, Authority, Rules and Administration

Program Component	Description of Program Component
Establishment	Established by the 86th Texas Legislature and is funded in part by the state of Texas out of a yearly student financial assistance appropriation of approximately \$1,000,000.
Authority	TXWORKS is authorized by Texas Education Code, Chapter 56, Subchapter E-1, Section 56.0851 – 56.0857 .
Rules	Rules establishing procedures to administer the program can be found in Title 19, Education, of the Texas Administrative Code (TAC), Chapter 21, Student Services, Subchapter W, Section 21.700 - 21.707 .
Administration	The TXWORKS program is administered by the Texas Higher Education Coordinating Board (THECB) in partnership with eligible, selected Texas employers.

About the Texas Higher Education Coordinating Board (THECB)

THECB, a state of Texas government agency, provides leadership and coordination for the Texas higher education system to promote access, affordability, quality, success, and cost efficiency through 60x30TX, resulting in a globally competitive workforce that positions Texas as an international leader.

Internship Program Employer Requirements

Requirement	Requirement Details
Organization type	<p>To participate, an organization must be a private nonprofit, for-profit, or governmental employer. The employer cannot be a public or private institution of higher education in Texas or a career school or college as defined by TEC Section 132.001.</p> <p>ALERT:</p> <ul style="list-style-type: none"> ▪ Employers applying to participate in the TXWORKS program must have the legal authority to operate within the State of Texas, be in good standing, and have the financial responsibility and administrative capability to administer the Texas WORKS Internship program. ▪ The Employer must have an established Federal Tax ID Number, Texas Workforce Tax Account Number or Federal Employer Identification Number (FEIN), or

	<p>other ID/number that provides a record of conducting business in good standing with the State of Texas.</p>
<p>Capacity</p>	<p>The employer will use program internship positions only to supplement and not supplant positions customarily filled by persons who are not eligible to participate in the program, as provided by THECB TXWORKS Internship Program requirements.</p> <p>ALERT:</p> <ul style="list-style-type: none"> ▪ Administrative capability focuses on the processes, procedures, and personnel used in administering the program and comply with reporting requirements. Eligible employers must have an adequate internal system of checks and balances, monitoring and evaluating marketable skills, authorizing, and disbursing funds, and reporting data accurately and in a timely manner.
<p>Agreement</p>	<p>The employer may enter into an internship participation agreement with the Texas Higher Education Coordinating Board (THECB).</p> <p>ALERT:</p> <ul style="list-style-type: none"> ▪ If approved to become an active TXWORKS employer, employers may enter into an internship program agreement with the THECB. Participation beyond agreement period will require completing a new program period application and will go through the THECB review and approval process.
<p>Impartiality</p>	<p>Employers will provide employment to a student employed through the program in nonpartisan and nonsectarian activities related to their long-term career interests. Employers will follow the Civil Rights Act of 1964, Title VI (Public Law No. 88-353) concerning nondiscrimination in admission or employment.</p> <p>ALERT:</p> <ul style="list-style-type: none"> ▪ Internship activities completed may not be political or sectarian in nature and cannot be more than 25% administrative work.

<p>Process</p>	<p>Employers must provide the entirety of an employed intern’s eligible wages and employee benefits and eligible wages worked within the specified internship start and end date to the Texas Higher Education Coordinating Board (THECB) for reimbursement once the internship period has ended. Reimbursement may only occur when reporting requirements have been met and approved the THECB.</p> <p>ALERTS:</p> <ul style="list-style-type: none"> ▪ Selected Employers will complete internship program progress reports through a THECB TXWORKS online reporting portal on an internship period basis. ▪ Funds appropriated for the TXWORKS program may only be utilized towards internship earned hourly wages. ▪ Funding and funding limitations are outlined on page 11 of this guide.
<p>Term</p>	<p>Employers must provide internship terms of a minimum of eight weeks and 96 hours total. Internships can take place face-to-face, virtually, or in a hybrid format. Internships may be implemented during the internship periods detailed within the executed agreement between the THECB and Employer.</p> <p>ALERT:</p> <ul style="list-style-type: none"> ▪ Employers may determine work schedules and total hours within the internship period and may provide interns opportunities to work more than eight (8) weeks and ninety-six 96 hours.
<p>Compliance with internship program purpose</p>	<p>The Employer will use program internship positions only to supplement and not supplant positions customarily filled by persons who are not eligible to participate in the program, as provided by coordinating board rule.</p>
<p>Work ethic</p>	<p>The employer will provide the interns with education on professional work etiquette, i.e., attendance, punctuality, respect, work ownership, accountability, organizing, and prioritizing work. The employer is to inform the student of any confidentiality obligations and compliance requirements.</p> <p>ALERT:</p> <ul style="list-style-type: none"> ▪ Program Outcomes and Employer Expectations are outlined on page 11 and 10 of this guide.
<p>Hiring process</p>	<p>The employer will use their organization's interview and hiring process and resources to qualify program internship candidates.</p>

<p>Learning environment</p>	<ul style="list-style-type: none"> ▪ The employer will provide employment to students related to their career interests with identifiable career competencies and associated skills. ▪ The employer will assign job functions that will allow the intern to learn or enhance targeted learning outcomes and work collaboratively and effectively in a team environment applying critical thinking and problem-solving skills. ▪ The employer will provide the intern with projects and tasks that are challenging, meaningful, real-work experiences that prepare the intern with the necessary skills for one or more career pathways, professions, or industries.
<p>Guidance</p>	<p>The employer will assign an internship mentor or supervisor to provide guidance, direction, and feedback to the intern during the internship term.</p>
<p>Support</p>	<p>The employer will provide the intern with the necessary orientation and training, including safety, work practice, work behavior expectations, and organizational policies. Regarding work resources, the employer will provide information on available resources, including adequate workspace, equipment, software applications, and access protocols necessary for the intern to perform the assigned scope of work and responsibilities. The participating TXWORKS employer will be solely responsible for ensuring a safe work environment for the interns.</p>
<p>Evaluation and feedback</p>	<p>The employer will have a process for monitoring and reviewing progress with the program intern.</p>
<p>Communications development</p>	<p>Communications development: The employer will provide the intern with presentation and networking opportunities that may include:</p> <ul style="list-style-type: none"> ▪ sharing and presenting their accomplishments with organizational leadership; ▪ meeting and networking with other interns, staff, and leadership; ▪ training to learn or practice a skill or tool;

<p>Internship Position Postings</p>	<p>At a minimum, employers provide internship job description that includes the work description, worksite location(s), general duties, work hours, rate of compensation, and internship target career readiness competencies and associated skill objectives.</p> <p>ALERTS:</p> <ul style="list-style-type: none"> ▪ Texas Workforce Commission (TWC) supports the program by hosting www.TXInternshipChallenge.com website, which supports program outreach to students and employers, TXWORKS employer internship postings, and the internship application process. ▪ To participate in the TXWORKS program, your organization must first register and have been verified to post internship opportunities with the Texas Workforce Commission, Texas Internship Challenge site.
<p>Internship Program Promotion</p>	<p>The employer will implement appropriate internship outreach strategies to create awareness and achieve the internship participation objectives.</p>

Student Eligibility Criteria and Application Process

Verification of Eligibility Requirements: To apply for TXWORKS internships with TXWORKS employers, students must demonstrate that they meet **all** program eligibility requirements through the verification process established by the Texas Higher Education Coordinating Board (THECB). Student must complete the two phases of verification described below.

<p>Phase 1 Verification: Complete TXWORKS Student Eligibility Form</p>	<p>For each internship period, students must complete a TXWORKS Student Eligibility Form that will verify they have met the program requirements listed below:</p> <ul style="list-style-type: none"> ▪ have established financial need. ▪ are a Texas resident. ▪ graduated from high school, earned a GED, or completion of a high school equivalency program. ▪ have not previously completed more than two TXWORKS internships. ▪ enrolled as an undergraduate student. <p>For the THECB to verify the above requirements with the TXWORKS Student Eligibility Form, students must have:</p> <ul style="list-style-type: none"> ▪ already completed the Free Application for Federal Aid (FAFSA) for the period outlined on the TXWORKS website and received a Student Aid Report (SAR) with an Estimated Family Contribution (EFC) between \$0 and \$6,000. ▪ have attended a Texas college or university within the past year for the semester listed in the TXWORKS Student Eligibility Form Education/History section.
---	--

	<p>ALERT:</p> <ul style="list-style-type: none"> ▪ Interns may not participate in more than one internship at a time. ▪ Interns may not participate in more than two internships total.
--	--

After students submit the TXWORKS Student Eligibility Form, they will receive an email notifying them of their eligibility status related to applying for TXWORKS internships with TXWORKS employers posted on the www.TxInternshipChallenge.com site. The email notification will include their official Texas Higher Education Coordinating Board (THECB) TXWORKS Student Eligibility Letter if they are eligible. This letter must be provided to the TXWORKS employer when applying for a TXWORKS internship.

If students receive a notification from the Texas Higher Education Coordinating Board (THECB) confirming their eligibility per the aforementioned requirements outlined in Phase 1 Verification, they will proceed to the steps outlined below for Phase II Verification.

<p>Phase II Verification: Submit Copy of Transcript to TXWORKS Employers</p>	<p>Obtain a copy of their transcript (unofficial copy is acceptable) from ALL eligible colleges or universities in Texas that demonstrates the following for the semester prior to when the internship will occur:</p> <ul style="list-style-type: none"> ▪ Enrollment for at least the number of hours required of a half-time student (6 hours or more) as an undergraduate student enrolled in a degree or certificate program (certificate, associate degree, or bachelor’s degree) at an eligible Texas college or university. <p>Alert: Students that have earned a bachelor, graduate, or professional degree are not eligible to participate.</p> <p>Please note the following:</p> <ul style="list-style-type: none"> ▪ The prior semester is defined as the Fall semester for internships occurring in the Spring. For internships occurring in the Summer, the prior semester is defined as the Spring semester. For internships occurring in the Fall, the preceding semester is defined as the Spring or Summer semester. ▪ Students will provide to TXWORKS employers a copy of their official Texas Higher Education Coordinating Board (THECB) TXWORKS Student Eligibility Letter and a copy of their transcript when applying to TXWORKS internships.
--	--

Student Application Process Overview: After an eligible student receives an official THECB TXWORKS Student Eligibility Letter and obtains a copy of their transcript that demonstrates the requirements for the semester prior to when the internship will occur, the eligible student will search and apply for TXWORKS internships with TXWORKS employers through the www.TXInternshipChallenge.com site.

Student Application Step	Description of Application Step
<p>Search for TXWORKS Internships on www.TXInternshipChallenge.com.</p>	<p>Eligible students will search for TXWORKS internships with TXWORKS employers on www.TXInternshipChallenge.com.</p>
<p>Submit TX Internship Application through www.TXInternshipChallenge.com.</p>	<p>Eligible student applicants will submit a TX Internship Application through www.TXInternshipChallenge.com site.</p>
<p>Student Applicant Submits Copy of Transcript to TXWORKS Employer</p>	<p>Eligible student applicants will submit to TXWORKS Employers:</p> <ul style="list-style-type: none"> ▪ Texas Higher Education Coordinating Board (THECB) TXWORKS Student Eligibility Letter. ▪ transcript (unofficial copy is acceptable) demonstrating enrolment requirements outlined in Phase II verification.
<p>Employers Interview, Select and Offer Positions</p>	<p>Employers per their own processes will interview and select students. Employers are required to report when an eligible student has accepted a position within a specified submission period.</p>

Employer Implementation Steps Overview per Internship Period

Each semester, selected employers implement the program and submit reports to Texas Higher Education Coordinating Board (THECB) as outlined in the table provided below. Please note that employers are provided with access to an online TXWORKS Portal to complete reporting during specified submission periods. A program guide will be provided to employers to support program implementation steps.

Step	Action	Action Type
Step 1	Identify Career Readiness Competencies and Associated Skills in TXWORKS Online Portal	Implementation Step AND Reporting Requirement
Step 2	Create Internship Position Description(s) & Post on www.TXInternshipChallenge.com	Implementation Step
Step 3	Complete Applicant Verification in TXWORKS Online Portal	Implementation Step
Step 4	Interview Applicants; Notify Applicants of Selection Decisions per the internal protocols of employer	Implementation Step
Step 5	Submit Offers Accepted in TXWORKS Online Portal	Implementation Step AND Reporting Requirement
Step 6	Facilitate Experience Activity	Recommended Implementation Step
Step 7	Complete Exit Survey sent by THECB TXWORKS Program Staff	Implementation Step
Step 8	Submit Financial Report in TXWORKS Online Portal	Implementation Step AND Reporting Requirement

Funding and Reimbursement

Funding Item	Description of Funding Item
Funding	<p>Selected employers will be reimbursed at the rate established by the THECB for fully paid eligible wages. For the program year 2021-2022 and the program year 2022 - 2023, the State will fund \$10 of the internship earned hourly wage. Participating entities will match the State's internship earned hourly wage contribution by an equal amount. As a result, entities will pay employed interns a minimum of \$20 per hour.</p> <p>Funds received by students employed through the program as eligible wages are not considered financial aid for the academic year in which the funds are earned.</p>
Allocation	<p>Allocation is determined by the information the employer provides in the Proposed Internship Capacity Plan submitted with the TXWORKS Employer Application.</p>
Funding Limitations and Reimbursement	<p>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.</p> <p>The TXWORKS portion of the internship earned hourly wages will be reimbursed once the internship period is completed and all reporting requirements are met and approved by the THECB.</p>

Program Outcomes for Interns and Employer Expectations:

Interns who complete an internship through TXWORKS should become knowledgeable and confident to navigate each of the following areas:

Career development:

- a) Identify and explain the career readiness competencies and associated skills gained or strengthened throughout the internship.
- b) Explain how the knowledge, experiences, career readiness competencies, and associated skills gained and strengthened in the internship can be applied or transferred to other work experiences in the future.
- c) Explain how the functions performed in their internship relate to the organization's overall purpose, mission, and operations where they interned.
- d) Locate and use resources to help them make informed decisions about career pathways and future career opportunities (job and internship positions), and identify knowledge, competencies, and skills that need to be gained or further strengthened.

- e) Communicate to prospective employers how the knowledge, career readiness competencies, associated skills, and work experiences gained or strengthened during the internship match the qualifications of available career opportunities.

Professionalism and Relationship Building:

- f) Identify and articulate knowledge, ideas, processes, and correspondence effectively through oral and written communications.
- g) Build and maintain professional relationships with colleagues and clients.
- h) Demonstrate professional etiquette and work habits in the workplace, including acting responsibly and ethically, taking ownership and accountability, and organizing and prioritizing work.
- i) Navigate and resolve challenges and scenarios in the workplace.
- j) Work collaboratively and effectively in a team environment applying critical thinking and problem-solving.
- k) Support and contribute to building and maintaining a safe, inclusive, and collaborative environment through appropriate and respectful communications and interactions.
- l) Locate and select equipment and resources to accomplish or implement projects and tasks efficiently.

Overview: TXWORKS Employer Application Process Steps and Requirements

The five steps outlined below must be completed by all employer applicants when an employer application submission period is open. Employer application submission periods are posted on the www.highered.texas.gov/txworks webpage.

Step	Step Description
Step 1	Review TXWORKS Program Overview and Employer Participation Guide 1.00 .
Step 2	Register for the www.TXInternshipChallenge.com site. Visit the Texas Workforce Commission website and download the Texas Internship Challenge Quick Start Guide for Employers for www.TXInternshipChallenge.com registration instructions.
Step 3	Review TXWORKS Internship Program Employer Application Process Guide to view the application questions and requirements. Draft responses and gather information required to provide in the TXWORKS Employer Application. A TXWORKS Internship Program Employer Application Process Guide will be updated for each employer application submission period and posted on the www.highered.texas.gov/txworks webpage.

Step 4	<p>Download and complete documents required to be uploaded with the online TXWORKS Employer Application:</p> <ul style="list-style-type: none"> ▪ Download and complete Internship Capacity Plan Worksheet ▪ Download and sign Application Certification Statement ▪ Confirmation email from the Texas Workforce Commission that verifies employer applicant has successfully registered and can post internships on the TXInternshipChallenge.com site.
Step 5	Complete and submit online TXWORKS Employer Application

Program Contact Information/Sign-Up for Updates

THECB TXWORKS Program Staff Contact Information	<p>Employers may contact THECB TXWORKS Program Staff by email or phone for questions about the program:</p> <ul style="list-style-type: none"> ▪ Email: txworks@highered.texas.com ▪ Phone: 512-427-6582
Program Webpage	www.highered.texas.gov/txworks
Sign-Up to Receive Program Updates	Complete the TXWORKS Inquiry Form To receive updates about the program.