

TEXAS HIGHER EDUCATION COORDINATING BOARD
WORK-BASED LEARNING OPPORTUNITY GRANT – INTERNSHIPS
Application Instructions

Section 1: Certification of Information Contained in this Application

Please provide the name, title and contact information of the individual authorized to submit the application.

Please also provide the name and signature of the chief executive of the institution that is certifying leadership commitment to the project proposal. That individual could be a chancellor, president chief academic officer or chief financial officer, depending on institutional policy. Electronic signatures are acceptable.

Section 2: Contact Information

Please provide the name and contact information for the primary contact person for the proposed project.

Section 3: Requested Grant Amount

Please indicate the total proposed project budget. Budget details must be provided on the Budget Request form. Proposed budgets must not exceed \$250,000.

Section 4: Project Description

4.1 Project Summary

4.1.a Please a brief description (250 words maximum) of how current off-campus internship programs are structured and supported at your institution. Provide the number of students that participated in internships last academic year and how many positions were paid (vs. unpaid).

Additional information that will help us understand how current off-campus internship programs are structured and supported at your institution:

- What internships already exist and how are they supported?
- If known, what hourly wage are student interns typically paid?

This element will be evaluated on a 1-5 point scale; 5 points highest.

4.1.b Provide a brief description (500 words maximum) of how existing program(s) will be expanded or converted (from unpaid to paid) per allowable costs. This section should include a description of how the project addresses grant priorities (if applicable) and a clear connection to employer partners.

Applicants that propose projects (1) to convert unpaid internships to paid internships or (2) to expand existing off-campus internship programs will be given preference. A clear connection to employer partners can be demonstrated by listing current employer partners for existing internship programs.

This element will be evaluated on a 1-15 point scale; 15 points highest. Up to 10 points will be

awarded for grant priorities (converting unpaid internships to paid internships and/or expanding existing internships), up to 5 points will be award for a clear connection to employers.

4.1.c Provide a brief description (250 words maximum) of the project's goals and activities, and how you intend to execute the project objectives. Description should indicate all planned activities based on Allowable Uses of Funds.

4.1.d Provide a brief description (250 words maximum) Provide a brief description on student intern hourly wages, including:

- How will hourly wages for interns be determined?
- How many hours will comprise a typical internship?
- How will intern paychecks will be issued and how often?

This element will be evaluated on a 1-5 point scale; 5 points highest.

4.2 Description of Applicant Institution

Provide a brief description (250 words maximum) about the relevant capabilities in internship programs of the institution serving as the primary applicant and the employer or industry partners that will participate in the Work-based Learning Opportunity Grants – Internships project. State the rationale behind the institution's participation in the project and describe the institution's level of commitment to the project.

This element will be evaluated on a 1-5 point scale; 5 points highest.

Section 5. Project Timeline

Please complete the table indicating the duration and estimated completion date for each of the project activities described in Project Summary 4.1.c (above) as well as any additional tasks associated with the project.

Timeline should also align with semester schedules through summer 2022. Semester structures do not have to be 16-weeks; 12-weeks, 8-weeks, etc. is acceptable.

This element will be evaluated on a 1-5 point scale; 5 points highest.