



CANCER PREVENTION &
RESEARCH INSTITUTE OF TEXAS

Internship Program Guidelines

Program Purpose: The Program is designed to provide college students, graduate students, and recent graduates with internship experiences. Internships offer students an opportunity to gain practical public administration experience relevant to their course of study.

The CPRIT Internship Program will:

- Provide students an overview of state government by working closely with CPRIT staff;
- Educate and inform students on the operations of CPRIT;
- Provide students with experience in a working professional office environment;
- Enable students to build a resume prior to securing paid employment;
- Introduce students to mentors;
- Provide training and activities that increase the student's knowledge, skills and abilities and help prepare him/her for future employment;
- Enhance appreciation of public service; and
- Allow students to earn course credit, depending on degree plan and institution.

Duties may consist of any combination of the following tasks:

- Performing support work for various program areas;
- Providing support for on-going and special projects;
- Conducting research as necessary for various projects;
- Preparing correspondence, reports, studies, forms and documents;
- Researching, composing, designing, or editing agency publications, forms, and manuals; and
- Assisting with special projects and other related duties as assigned.

Internships are offered each spring, summer and fall semester. CPRIT offers students both paid and unpaid internship opportunities. All paid internships will be at a rate of approximately \$10 per hour. The employment relationship is "at will" and can be terminated by the agency at any time and for any reason in compliance with applicable federal and state employment laws. A CPRIT Internship Application must be submitted whether it is a paid or unpaid internship.

Qualifications

- The applicant must be currently enrolled in a college / university or recent graduate.
- The applicant must demonstrate an interest in Texas government, public administration, legislation, legal or cancer control and must express a desire to work at CPRIT.
- Unpaid interns must be able to work a minimum of 10 hours weekly.
- Paid interns must work a minimum of 20 hours weekly.
- To be eligible for a paid internship, the applicant may **not** have a family member employed by CPRIT.

Internships **may** be available in the following program areas: Prevention Programs, Operations, and Legal.

Coordination:

The Intern Coordinator will coordinate the overall program with the assistance of Human Resources. Internships will follow the traditional higher education semester schedule with opportunities starting in the fall, spring and summer semesters. Agency programs will be expected to develop specific internship descriptions and objectives for each intern requested. Eligible students will be recruited based on program requests submitted to the Intern Coordinator.

Interested students will be required to complete an internship application and submit that along with a resume to the Human Resources office. Agency managers will select interns from the pool of candidates pre-interviewed by Human Resources. Students accepted into the program will be required to attend an orientation program presented by Human Resources on the first day of the internship. The orientation program will include:

- Signing an Intern Agreement;
- Agency human resources policies; sexual harassment policies; computer/Internet policies; and ethics;
- Workplace safety; and
- Building access and parking rules.

All interns will be required to fill out timesheets to track hours for class credit, hours worked, and job references. Interns will be assigned a supervisor and will be formally and objectively evaluated by the supervisor at least once during the course of the internship.

The Internship Coordinator may be contacted at any time during the semester by the intern and/or his or her supervisor to discuss any concerns.

Application Deadlines: July 15 for the Fall term (September 1-December 31)
 November 15 for the Spring term (January 2-May 31)
 April 15 for the Summer term (June 1-August 31)

Workplace Conduct Standards for Interns:

All interns are required to adhere to the following workplace conduct standards while on assignment at the agency:

1. Refrain from any conduct that may have an adverse effect or discredit the agency and/or any of its employees;
2. Refrain from any illegal, unsafe and/or otherwise inappropriate behaviors while on assignment;
3. Refrain from any conduct that may be disruptive to agency operations and employee productivity.
4. Refrain from any conduct that may pose a potential conflict of interest for the intern and/or CPRIT.

CPRIT interns are expected to conduct and present themselves respectfully and professionally at all times while on assignment at the agency. CPRIT strives to maintain a comfortable working environment for a diverse employee and customer base. Accordingly, CPRIT interns and employees are expected to respect workplace diversity, including ethnicity, religious beliefs, race, age, disability, cultural backgrounds, economic and educational backgrounds and a wide array of differences that must successfully coexist in the workplace. Other agency policies strictly prohibit sexual harassment by and/or toward CPRIT interns. Interns will be provided the agency's sexual harassment policy on the first day of the internship with the agency.

Failure to adhere to the agency's standards of conduct as described in this policy, will subject the intern to disciplinary action, up to and including terminating the internship without possibility of reinstatement. CPRIT considers and affords internship opportunities without regard to sex, national origin, religion, race, disability, age and/or color. CPRIT takes seriously all concerns and allegations of inappropriate workplace conduct by its interns and/or employees.

CPRIT will consider internship participation without regard to race, color, national origin, veteran status, disability, religion and/or gender.