

About the Program

[Home to Texas \(HTT\)](#) is an IC² Institute program that returns undergraduates to their hometowns with summer internships and experiences aimed to help them understand the underlying values of their home communities. Students work full-time for nine weeks for an organization in the community, while also conducting research on community value propositions and reporting back to UT Austin. Each participating student receives a UT Austin scholarship of \$5,000. Employers in selected communities are expected to offer rewarding supervised experiences for students and, in some cases, contribute to the HTT Scholarship Fund.

Eligibility

Organizations are eligible to employ a Home to Texas intern under the following circumstances:

- The organization is within a community served by Home to Texas. In order for a community or county to be eligible for the program, there need to be at least 4 internships available. We find it valuable to have a critical mass of students in the same area to support each other as they do interviews with community leaders as part of the HTT program. Communities that seek interns for more than 4 placements will be asked to contribute to program costs.
- The organization can offer a full-time volunteer position in a role involving tasks that will be interesting and valuable for the organization and the student.
- The organization understands that, although students will commit to 40 hours of work per week for the organization, they may occasionally need flexibility in their work hours in order to attend meetings related to HTT.
- Established private for-profit organizations are expected to contribute to the HTT Scholarship Fund (see below).
- The organization will provide feedback to UT Austin on the internship experience.
- Communities that seek more than 4 intern placements will be evaluated based on intern and funding availability.

Organizations hosting interns are serving as ambassadors for their communities. HTT internships are designed to help students think positively about returning home after college, and the work that they do for an organization will play a major role in how the students interpret the experience.

The Students

HTT students are in the summer following their first or second year of undergraduate study at UT Austin. Even though HTT students have not learned a huge amount about their major disciplines yet, they are bright students from an elite university with much to offer. Once information from interested employers and applying students has been gathered in the spring, the program will match accepted employers with appropriate students.

Contributions to the HTT Scholarship Fund

HTT student scholarships enable students, who would otherwise be limited to considering only salaried positions, to set aside money for school expenses while broadening their outlook on their home communities. The HTT Scholarship Fund is largely financed by the IC² Institute. However, established private-sector for-profit organizations taking interns will be expected to contribute to the fund. The suggested minimum contribution is \$1,500. Employers who are not-for-profits, startups, and government agencies are also

welcome to contribute. Further, the program welcomes and encourages contributions from community-based corporations, foundations, and private donors. As noted above, when communities seek more than four intern placements, communities will be asked to contribute to HTT program costs.

Employers How To:

- Step 1: Complete the Employer Application Form found [here](#). The priority deadline for employer forms is January 31, 2020. After that date, applications will be reviewed on a rolling and as-needed basis.
- Step 2: Discuss your internship idea with the HTT coordinator for your community. Contact information will be available in the fall of 2019.
- Step 3: Receive information on the availability of funded placements for your community and on a student or students matched with your internship. Information will be available in March and April, 2020.
- Step 4: If offered an intern placement and if you accept an intern match, provide a letter of commitment. Letter templates will be provided with student match information.
- Step 5: Make a donation to the HTT Scholarship Fund. Required or voluntary contributions to the HTT Scholarship Fund should be made online via the following [link](#). In the notes, please indicate that you want your donation to go to the Home to Texas Scholarship Fund.
- Step 6: Via email or telephone, communicate information about the position and organization to your student.
- Let your student know how their 40 hours should be scheduled. A default schedule would be 8:00 AM to 5:00 PM, with an hour off for lunch. If occasional evening or weekend hours are required, you should let the student know before the start of the internship. Our assumption is that most work will be during business hours.
 - Time off: Students are not expected to take vacation time during the 9-week internship. Exceptions can be granted if both you and the UT program director (Dr. Markman) approve. Regarding sick-leave, we suggest that you observe the same policies that you use for regular employees of your organization. Please communicate to the intern your sick-leave policies (e.g., inform supervisor as soon as possible; when a doctor's note is required; etc.).
 - Tasks must be related to the business of your organization, not to personal needs (e.g., running personal errands) of any of your employees. Please communicate initially and often with interns concerning your expectations for work, deliverables, and task deadlines.
 - Clearly state who the intern's supervisor will be and whom the intern should express questions and concerns to.
 - Inform the intern of where they should perform their duties. Interns should be given a dedicated place to sit to work.
 - Please be specific in letting your intern know the appropriate attire for your organization.
- Step 7: Attend the July HTT event in your community. Dates and venues will be announced in June.
- Step 8: Later in the summer we will be sending you a survey about your experiences. Our questions will relate both to the accomplishments of your intern and to your own thoughts on the value of the internship.

Contact Us:

For questions or clarification, please email [htt at ic2 dot utexas dot edu](mailto:htt@ic2.utexas.edu).