

Information and Acknowledgements for the June 1 to July 31, 2020, Home to Texas Internship

**I. Information to be completed by the student**

Name \_\_\_\_\_ EID \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Host organization \_\_\_\_\_

Host organization physical address \_\_\_\_\_

Host organization website \_\_\_\_\_

**II. Information to be completed by the host organization**

Supervisor's name **Erika Zamora** Supervisor's title **Director of Administration**

Supervisor's Email **erika.zamora@co.hidalgo.tx.us** Supervisor's phone **956-787-1891 x2015**

**Supervisor's goals for the intern**

-Teach student about the Hidalgo County Commissioner's Court & their respective major projects (roads, drainage, and quality of life) and how it impacts county residents.  
-Focus on Precinct 2 major projects and processes  
-Teach student about county government procurement and processes  
-Have student implement processes that could be useful throughout precinct

**Intern's duties**

-Attend Commissioner Court meetings  
-Plan and execute sports tournaments at our Pct 2 Indoor Sports Complex for county youth  
-Assist administration office with procurement process  
-

Describe the supervision to be provided by your organization. What kind of orientation, instruction, consultation, feedback, assistance, and/or mentorship will the student receive?

Student will attend orientation with HCO Human Resources & instruction at the Precinct 2 office. Student will work at two sites: Administration Office & the Pct 2 Indoor Sports Complex.  
County Commissioner will provide mentorship to student on a weekly basis.

**III. Acknowledgements**

Internship supervisor. In signing below, I, the supervisor, verify the following:

- My organization is an established for-profit company with the legal right to transact business in the state of Texas, an IRS-exempt organization, or a governmental entity or public institution.
- My organization is bonded and/or holds sufficient business and liability insurance to cover students interning with my organization and on my business premise.
- My organization agrees with the UT Austin equal opportunity policy described below.
- I will provide my interns with direct and daily supervision and guidance in person and I will be accessible to my interns on a regular basis.
- I will provide work space for my intern with the necessary resources to complete the internship duties.
- I will assign meaningful learning tasks/projects that are consistent with the internship description provided in this document.

Supervisor signature \_\_\_\_\_ Date March 3, 2020

Student. In signing below, I acknowledge and accept the following:

- I understand that The University of Texas at Austin has no control over any hazards to which I may be exposed during the internship, and I do not hold the university liable for any accidents that may occur.
- I will adhere to all personnel rules, regulations, and other standard requirements of the host organization.
- I understand that I must complete the internship, including the agreed-upon weekly hours, and I must properly complete Home to Texas research assignments to be considered a Home to Texas scholar.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**UT Austin Equal Opportunity Policy**

Employment recruiters who wish to make use of the assistance and/or facilities offered by Liberal Arts Career Services at The University of Texas at Austin must agree with the following equal opportunity policies.

Non-Discrimination Statement: It is the policy of The University of Texas at Austin to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, and veteran status. Procedures for filing discrimination complaints on the basis of gender, including sexual harassment, are addressed by HOP Policy 4.B.2. Pursuant to University policy, this policy also prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

[UT Non-Discrimination & Equal Opportunity Site](#)

[HOP Policy 4.B.1: Nondiscrimination](#)

[HOP Policy 4.B.2: Sex Discrimination and Sexual Harassment](#)

Date completed form received at IC<sup>2</sup> \_\_\_\_\_