



INTERNSHIP · COMMUNITY · LEADERSHIP · EMPOWERMENT

# DALLAS MAYOR'S INTERN FELLOWS PROGRAM

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## **2018 PROGRAM INFORMATION**

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## 2018 Program Information and Key Dates

**PROGRAM MISSION.** To introduce exemplary Dallas public high school students to future careers, professional employment opportunities and valuable workplace skills while providing area employers a meaningful way to make an investment in the youth of Dallas and its future workforce.

### **WHAT IS THE DALLAS MAYOR'S INTERN FELLOWS PROGRAM?**

A paid eight-week summer internship program for outstanding Dallas public and charter high school students, most who will be first in their families to attend college. Open to businesses and organizations of any size.

**HISTORY.** Founded in 2008 by Mayor Tom Leppert and Education is Freedom. Modeled after innovative White House Fellows Program. Over the last 10 years, 2,175 internships have been provided. In 2017, 2,150 students applied for program, 1,150 participated in the Job Fair and 392 were provided internships.

**SUPPORTERS.** Endorsed by Mayor Mike Rawlings, Dallas City Council members, Dallas ISD, Richardson ISD, Uplift Education and other charter school leaders plus Fortune 100 companies, successful small businesses and top nonprofits.

**PARTICIPATING SCHOOLS.** The Mayor's Intern Fellows Program works with 52 Dallas area public high schools including all those in Dallas ISD, Richardson ISD and all Dallas public charter schools.

**STUDENT QUALIFICATIONS.** Current sophomores and juniors. 3.0 cumulative GPA (on 4.0 scale). Strong attendance record. Great attitude. High school principal recommendation required. Students may apply online for the 2018 program until January 31.

**INTERNSHIP DATES.** June 11 – August 3, 2018. Students work 20-40 hours per week for eight weeks earning a minimum of \$10 per hour.

**INTERN TRAINING.** Interns are required to successfully complete 32 hours of rigorous workforce and work-readiness training prior to internships. Topics include internships 101, personal branding, resume writing, interview skills, financial literacy, corporate culture, professional etiquette and dress, ethics, communication, Microsoft Office applications, team-player assessment and leadership in the workplace.

**JOB FAIR.** Tuesday, April 3, from 9 a.m. – 4 p.m. at the Hyatt Regency Dallas. Business representatives review applications in advance, interview candidates on site and select their own intern(s).

**INTERN PLACEMENT.** Internship offers to students begin in late April and final intern placements are made mid to late May.

**CELEBRATION LUNCHEON.** Friday, July 27, from noon – 1:30 p.m. in the Landmark Ballroom at Hyatt Regency Dallas. Sponsor tables range from \$1,500 - \$5,000. Individual Tickets are \$125; \$95 for nonprofits.

**PROGRAM DESIGN/FACILITATOR.** Nonprofit Education is Freedom (EIF) continuously works with and monitors the interns to insure a successful experience.

**WAYS TO SUPPORT.** Sponsor an intern (or several) at your business or at a local nonprofit. Or become a Program Sponsor.

**TO SIGN-UP.** Learn more and register online by March 15 at [mayorsinterns.org](http://mayorsinterns.org), or contact Angela Shellene at [ashellene@thereedsprc.com](mailto:ashellene@thereedsprc.com) or 214-871-0783.

[www.mayorsinterns.org](http://www.mayorsinterns.org)

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## HOW TO GET INVOLVED?

### **SPONSOR AN INTERN FELLOW AT YOUR WORKPLACE.**

Businesses of every size are encouraged to provide a paid internship for at least one intern from June 11 - August 3, 2018. Internships, running 20 to 40 hours per week and paying a minimum of \$10 per hour, should provide a real-life experience in the workplace where the student performs meaningful work assignments, shadows executives, observes company operations, and has personal contact with managers and executives regarding future career avenues in the industry. Employers will interview students - that they have pre-selected from the program's online resume portal - at the MIFP Job Fair on Tuesday, April 3, 2018.

**COST:** Pay a program fee of \$500 per intern. Place the intern on your payroll for 20-40 hours per week at a minimum of \$10 per hour. Attend the end-of-the-program Celebration Luncheon with your intern(s) on Friday, July 27, at Hyatt Regency Dallas. Tickets are \$125 per person. (Program fee covers intern fellow's participation in 32 hours of workforce and work-readiness training, Job Fair and Community Service Day. It also provides intern with a two-week bus pass, if needed.)

### **SPONSOR AN INTERN FELLOW AT A NONPROFIT.**

Businesses and organizations also can underwrite an intern to work at a participating local nonprofit. This is a wonderful option for organizations unable to host an intern at their place of business or for those wanting to support a local nonprofit. Businesses and organizations may choose the nonprofit from a list of 100-plus participating nonprofits.

**COST:** Businesses may choose number of hours to sponsor - 20 hours/week for 8 weeks is \$2,675 per intern, 30 hours/week for 8 weeks is \$3,715 per intern, and 40 hours/week is \$4,660 per intern. Costs include the intern's \$10 hourly pay, payroll and administrative costs associated with putting intern on the nonprofit's payroll, a \$500 per intern program fee, and luncheon ticket for the intern and one nonprofit representative.

### **BECOME A PROGRAM SPONSOR.**

To provide additional support of the internship program, there are several Program Sponsorships available. Currently, the program is seeking sponsors to underwrite workforce and work-readiness trainings, intern mentoring and special student enrichment programs and events. Program sponsorships begin at \$5,000.

For more information, please contact Angela Shellene with The Reeds PRC, [ashellene@thereedsprc.com](mailto:ashellene@thereedsprc.com) or 214-871-0783.

**Sign up to sponsor an intern at [www.mayorsinterns.org](http://www.mayorsinterns.org)**

# Internship Partners

ACEC Dallas	City of Dallas, Department of Human Resources	Dal-Tile Corporation	Klyde Warren Park	SoupMobile
After-School All-Stars North Texas	City of Dallas, Economic Development	DART	Kroger	SouthFair Community Development
AG&E Structural Engenuity	City of Dallas, Equipment and Building Services	Deep Ellum Foundation	Liftfund	SPARK!
AIDS Services of Dallas	City of Dallas, Fair Housing and Human Rights Office	Deloitte	Lisa K. Simmons	SPCA of Texas
Alliance Data	City of Dallas, Housing Community Services	Downtown Dallas, Inc.	Live Nation	State Fair of Texas
Ambit Energy	City of Dallas, Mobility and Street Services	Earth Day Texas	Locke Lord LLP	Stewart Title
American Airlines Center	City of Dallas, Office of Cultural Affairs	Education is Freedom	Lockton	Susan G. Komen Dallas County
American Care Foundation	City of Dallas, Planning & Urban Design Department	Education Opens Doors, Inc.	Lockwood, Andrews, & Newnam, Inc.	Tenet Healthcare Corporation
American Foundation for the Blind, Center on Vision Loss	City of Dallas, Trinity Watershed Management	Educational First Steps	Los Barrios Unidos Community Clinic	Texas Central Partners
Anita N. Martinez Ballet Folklorico	CitySquare	El Centro College	Mayor's Education Initiatives	Texas Discovery Gardens
Archer Western Herzog	Civitas Capital Group	Essilor of America	McCarthy Building Co.	Texas Instruments
Armanino, LLP	CNM Connect	EY	McKinney Avenue Transit Authority	Texas Rangers Baseball Foundation
At Home Stores LLC	Color Me Empowered	Federal Reserve Bank of Dallas	McKool Smith	Texas Scottish Rite Hospital for Children
AT&T	Communities Foundation of Texas	FedEx Office	MEDCO Construction L.L.C.	Texas Trees Foundation
AT&T Performing Arts Center	Community Partners of Dallas	Freeman	Methodist Dallas Medical Center	The Beck Group
Atmos Energy	Contran Corporation	Friends of Wednesday's Child Frontera	MetroPCS	The Concilio
Austin Industries	Corinth Properties	Frost Bank	Mi Escuelita Preschool	The Cooper Institute
Avance - Dallas	CP&Y	Gaedeke	Michael Baker International	The Dallas Foundation
Axxess	Creative Arts Center of Dallas	Gardere & Wynne	Mosaic Family Services	The First Tee of Greater Dallas
AZAR Foundation, Inc.	Credit RP, LLC	Genesis Women's Shelter & Support	Mountain View College	The Law Offices of Erika N. Salter, P.C.
Balfour Beatty	Crossroads Community Services	Girl Scouts of Northeast Texas	MUFUG Capital Analytics	The Learning Paradigm
Bank of America	Crow Collection of Asian Art	Girls Inc. of Metropolitan Dallas	Munsch	The Network for Teaching Entrepreneurship (NFTE)
Baylor Jack and Jane Hamilton Heart & Vascular Hospital	Crow Holdings	Goodwill Industries of Dallas, Inc.	Neiman Marcus	The Reeds PRC
Baylor Scott & White Health	Cyber Group Inc.	Grant Thornton	New Beginning Center/Hope's Door	The Salvation Army DFWMC
Baylor Scott & White Health and Wellness Center	Dallas Arboretum and Botanical Garden	Greater Dallas Hispanic Chamber of Commerce	North Dallas Shared Ministries	The Senior Source
Behind Every Door	Dallas Area Habitat for Humanity	GROW North Texas	North Texas Business Council for the Arts	The University of Texas at Dallas
Big City Crushed Concrete LLC	Dallas Black Chamber of Commerce	Halff Associates	North Texas Food Bank	The Westin Galleria
Big Thought	Dallas Black Dance Theatre	Haynes and Boone, LLP	Oak Cliff Chamber of Commerce	Transformance, Inc.
Bishop Arts Theatre Center	Dallas Business Journal	HDR, Inc.	Omni Dallas Hotel	Trinity River Audubon Center
Boys & Girls Clubs of Greater Dallas	Dallas Center for Architecture	Head Start of Greater Dallas, Inc.	Omni Dallas Park West Hotel	Trinity River Mission, Inc. (TRM)
Brighter Bites	Dallas Children's Theater	Healing Hands Ministries	On the Road Lending	TurningPoint Foundation
Brinker International	Dallas Farmer's Market Friends	Highland Capital Management	Oncor	UNCF
Brookhaven College	Dallas Holocaust Museum/Center for Education and Tolerance	Hilltop Securities	Parkland Health & Hospital System	Undermain Theatre
Bryan's House	Dallas ISD	Hilton Anatole Hotel	Partnership With Native Americans	United Surgical Partners International
Burns & McDonnell Engineering Company, Inc.	Dallas Museum of Art	Hilton Dallas Lincoln Centre	Paul Quinn College	UNT Dallas
Catholic Charities of Dallas	Dallas Park and Recreation Department	Hilton Dallas Park Cities	Perot Museum of Nature and Science	UNT Dallas College of Law
Cedar Valley College	Dallas Police Association	HKS, Inc.	PFM Financial Advisors LLC	UNT System
Celanese	Dallas Public Library	HNTB Corporation	Pinnacle Group	Uplift Education
Central Market	Dallas Regional Chamber	Hotel Association of North Texas	Project Management Services	USI Southwest
Children's Health	Dallas Theater Center	Houlihan Lokey	Project Transformation North Dallas	UT Southwestern Medical Center
Cigna	Dallas Urban Debate Alliance	Hunt Consolidated, Inc.	Promise House, Inc	VisitDallas
Circle of Support, Inc.	Dallas Zoo	Hyatt Regency Dallas	Promising Youth Alliance	VNA Meals on Wheels
City of Dallas, City Controller's Office	DallasHR	IIAD	Questpro	VolunteerNow
City of Dallas, City Manager's Office		International Rescue Committee	Reading Partners	Wells Fargo
City of Dallas, Communication and Information Services		ISN	Renaissance Dallas	Wesley-Rankin Community Center
City of Dallas, Dallas Fire-Rescue		Jacobs Engineering Group	Rosewood Mansion on Turtle Creek	Westin dallas Downtown Hotel
City of Dallas, Dallas Police Dept.		JDRF	Safe Hands Family and Children Inc.	WINGS
City of Dallas, Department of Aviation		Jones Day	SCHMIDT & STACY Consulting Engineers, Inc.	Winstead PC
		JPMorgan Chase	Shakespeare Dallas	
		Jubilee Park & Community Center	Sheraton Dallas	
		Junior Achievement of Dallas		
		Junior Players		
		Kimberly-Clark Corporation		

# MAYOR'S INTERN FELLOWS PROGRAM

Founding Sponsor



Presenting Sponsor



Lead Intern Sponsor



Job Fair Sponsor



Intern Fellows Training Sponsor



Community Service Sponsor



Transportation Sponsor



Program Design & Implementation



Program Sponsors



Lisa K. Simmons