

## **PROGRAM STRUCTURE & SUPPORT**

### **Onboarding Process**

#### **Week 1: Orientation**

- TXFPF mission, values, and program overview
- Introduction to criminal justice reform landscape in Texas
- Office tour and technology setup
- Confidentiality agreements and data protection training
- Review learning agreement and semester goals

#### **Week 2: Foundational Training**

- Community organizing principles and TXFPF approach
- Cultural competency and trauma-informed practices
- Harris County geography and demographics
- Introduction to key partners and stakeholders
- Safety protocols for community engagement

#### **Weeks 3-4: Role-Specific Training**

- Position-specific skills development
- Shadowing and observation opportunities
- Project assignment and timeline development
- Connection with community members and partners

### **Ongoing Support & Development**

#### **Weekly Structure**

- One-on-one supervision meetings (30-60 minutes)
- Bi-weekly all-intern team meetings
- Optional community events and organizing activities
- Flexible work hours coordinated with academic schedule

#### **Professional Development**

- Skill-building workshops (grant writing, public speaking, data analysis)
- Networking opportunities with nonprofit leaders and policymakers
- Attendance at relevant conferences and coalition meetings
- Resume and career counseling support
- LinkedIn recommendations and professional references

#### **Learning Integration**

- Reflective practice journals connecting experience to academic learning

- Mid-semester and final evaluations with supervisor and faculty advisor
- Presentation of final project to TXFPP board or community audience
- Academic paper or portfolio development support

## **Evaluation & Assessment**

### **Intern Performance Evaluation Criteria**

- Quality and timeliness of work products
- Initiative and independent problem-solving
- Professionalism and communication
- Cultural competency and community respect
- Growth and learning demonstrated
- Contribution to TXFPP mission

### **Program Evaluation**

- Intern feedback surveys on learning experience
- Faculty advisor assessment of academic integration
- Supervisor evaluation of program structure
- Ongoing refinement based on participant input

---

## **APPLICATION PROCESS**

### **Eligibility Requirements**

- Currently enrolled undergraduate or graduate student at partner university
- Minimum 2.5 GPA (flexible based on demonstrated commitment)
- Genuine interest in criminal justice reform, community organizing, or related fields
- Ability to commit to required hours for academic credit
- Completion of background check (standard nonprofit requirement)

### **Application Materials**

- Resume or CV
- Cover letter explaining interest in specific position and TXFPP mission
- Academic transcript (unofficial acceptable)
- Two references (academic or professional)
- Writing sample (policy brief, research paper, or published article)
- Completed application form

### **Selection Process**

1. Application review by TXFPP staff
2. Initial interview (30 minutes, virtual or in-person)

3. Second interview for selected candidates (45 minutes)
4. Reference checks
5. Offer extended with learning agreement
6. Faculty advisor approval and academic credit registration
7. Background check and onboarding