



## **The County of Galveston District Attorney's Office Paid Internship for Law School Students Policy**

### **Purpose**

The County of Galveston periodically employs student interns who are actively enrolled in a law school program for periods when they are not in school. The Paid Internship Program for law school students aims to provide students with hands-on experience in county government operations. The program will offer paid internships to foster professional development, encourage civic engagement, and build a pipeline of skilled candidates for potential future County employment. This policy aims to outline responsibilities and ensure interns have a productive stay during their internship with the County of Galveston.

### **Procedures**

#### **1. Authorization**

Hiring managers who plan to hire law school students as interns for specific assignments must complete a **Paid Internship for Law School Students Application** and submit the application to Human Resources for approval.

The District Attorney's Office will be allowed five (5) paid interns each fiscal year.

**Work Hour Requirements:** 40 hours per week. Hours should not exceed 40 hours per week.

**Duration:** 12 weeks maximum

The Pay Rate for the **Paid Internship for Law School Students** program is **\$25 per hour**.

**Paid Intern positions will not be eligible to participate in County Benefits.**



## 2. IT Department notification

On receipt of the requisition form, the HR department will coordinate workstation setup and login credentials with the IT department to ensure that the workstation is fully operational prior to the intern's start date.

## 3. Intern orientation

Interns will be provided with an orientation program highlighting key aspects of County policies with which they will be expected to conform during the specific term of employment. This orientation will exclude any discussion of programs and policies, including benefits plans that do not apply to specific-term employees.

## 4. Department orientation

Each intern will be provided with an in-depth review of department functions and activities, including the work the intern is expected to perform. The department manager and team leads will conduct the department review during the first week of employment.

## 5. Progress report

Due to the short-term assignment of interns, and in accordance with school/university reporting requirements for students, the department manager will be responsible for providing a narrative report of the intern's assignments and progress at the close of each month the intern is engaged. A copy of the monthly progress report will be forwarded to the HR department for record-keeping and reporting purposes.

## 6. Final report and Offboarding

In the week an intern's assignment ends, the department manager will provide a final progress report and any report required by the educational institution the student attends. The HR department will schedule an Exit Interview the day preceding the intern's last day of work.