

## Types of Internships\* Available

(although based on need, skill, etc. an internship is flexible in scope and an internship can include aspects from various ones)

\*The word “internship” is used throughout this document as a generic term and can be replaced with “practicum” or other field experience synonym utilized by a university sanctioned program or licensure.

## Interns in the Areas of Communications, Graphic Design, Marketing & Public Relations\*

\*Undergraduate and Graduate level internships available. Placement is primarily telecommuting style. Various disciplines accepted.

Assists in planning, development, and execution of marketing, communications and public relations strategies in support of UTH community impact and resource development efforts. Assists in planning, development, and execution of marketing collateral, infographics, social graphics, website graphics, and email design. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- Produce, write, and edit content for e-newsletter, annual report, media alerts, press releases, website
- Donor communications & relations
- Curating and publishing social media content
- Photo & Video capturing and editing
- Event planning and management
- E-Newsletter design
- Brochures, Posters, Flyer Designs
- Infographic Design
- Sponsorship catalog design
- Print advertisements
- Website and social media graphics
- North Texas Giving Day media related materials
- Representative at various events (fundraisers, networking, etc.). Applicants with the ability to do this aspect will gain valuable “people skills” and contacts within the community.
- Work collaboratively in a team work style of communication on projects or events that benefit the organization as a whole
- Other duties as assigned such, but not limited to mailings, supplies and facilities management, and preparation for meetings

**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at events you host, need to advocate at, network with, etc. Be cognizant that events can occur on evenings or weekends and be throughout the DFW metroplex. Our programs are on the weekends (Fri night, Sat, and Sun) so you may be asked to attend a few, particularly at the

beginning of your tenure, so you can adequately promote and represent UTH. Access to Zoom for teleconferencing needs.

**Expected Hours per Week:** 10-20 hours depending on program requirements and this includes administrative duties. It does not include any drive time.

**Qualifications:** Open on disciplines as long as meet criteria. Strong writing and editing skills; proficiency with Microsoft Office suite; “people skills,” strong creative skills, highly organized, detail-oriented, self-motivated, ability to multi-task and meet deadlines, a working knowledge of social media and google drive. Photography and videography skills a plus. For those wanting to be more involved in graphic design then they should have working knowledge of various programs within that realm and be aware that a portfolio of your previous work may be asked for. At any point in the process of applying you may be asked to produce a portfolio or demonstrate said skills. Not having all skills identified previously, can be overlooked if they applicant is able to indicate they are a quick learner.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

## Counseling Intern\*

\*Graduate level internship. Placement is a combination of the UTH Denton and Frisco locations along with telecommuting style. Various disciplines accepted.

The Counseling intern will gain experience in all forms of counseling that UTH employs with its clientele. This would include family counseling, individual counseling, and life coaching. For select interns experience in play therapy and Child relational therapy (CRT) is provided. The placement will also include no less than one co-lead position in one of the social skills groups offered at UTH for its clientele. Program development, coordination, implementation, and evaluation of integrated-service delivery will also be emphasized. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- Case management and crisis intervention for clientele.
- Training in systems theory and conceptualization through a systemic model is emphasized.
- Assessing presenting problems and needs to identify appropriate interventions and referrals to other wrap around UTH programs and/or community resources.
- Goal setting and interventions with clients and provide feedback and design generalization strategies.
- Program development, strategic implementation and evaluation, and coordination of integrated-service delivery
- Design a training for staff on a particular technique, disorder, etc.
- Willing to read staff/parent/client emails in a timely manner and for curriculum planning purposes.
- Co-lead a 3 hr social skills group (normally assist with Allstars, see website for further information on this program) and clean up and set up before and after the group and communicate/collaborate with other team members each week.

- Review all video footage of assigned clients preparing for supervision and team collaboration.
- Maintain all client records in a timely and confidential manner (case notes, video footage, etc.).
- Confirm your personally assigned clients for their scheduled appointments.
- Attend client intakes.
- Training will occur in the technology used at UTH for sessions as well as for the particular clientele served and the ideology of UTH.
- Able and willing to work with varying disabilities and needs (AD/HD, autism, gifted, LD, IDD, anxiety, depression, ODD, intermittent explosive disorder, victimology, etc.).
- Able and willing to work with varying cultures and ethnicities.
- Able and willing to work with children under age 8 if desiring to do play therapy, CRT
- Able and willing to work with children 8 and older, young adults, and parents regardless.
- Other duties as assigned

**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at the UTH locations assigned when your assigned clients are present. Be cognizant that clients are primarily scheduled on evenings (3pm-9pm) and weekends (all day on both Saturday and Sunday) and be at both UTH locations. All administrative and case management and reflection can be done through telecommuting. Social programs are on the weekends (Fri night, Sat, and Sun) and you will be assigned to one group and remain through its duration for the length of your tenure or UTH need.

**Expected Hours per Week:** 20 to 40 hours a week, depending on program requirements and this includes case management and administrative duties. It does not include any drive time. Access to Zoom for teleconferencing needs.

**Qualifications:** Graduate student in social work, rehabilitative studies, counseling, special education, family sciences, family studies, or related field. Proficiency with Microsoft Office Suite. "People skills," strong creative skills, highly organized, detail-oriented, self-motivated, ability to multi-task and meet deadlines. Background check required. Experience with children of varying ages. Highly motivated, team player, easily communicative, friendly, not a wall flower, problem solver, a doer, energetic, curious, and inquisitive.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

## Special Needs Group Program Intern\*

\*Undergraduate and Graduate level internships available. Placement is a combination of the UTH Denton and Frisco locations along with telecommuting style. Various disciplines accepted.

The Special Needs Program Intern will gain experience in all forms of special needs social group programming that UTH employs with its clientele. This would include social skills groups, community based outings, job readiness, and intensives. The placement will also

include multiple co-lead positions in the groups offered at UTH for its clientele. Program development, coordination, implementation, and evaluation of integrated-service delivery will also be emphasized. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- Case management and crisis intervention for clientele.
- Training in systems theory and conceptualization through a systemic model is emphasized.
- Assessing presenting problems and needs to identify appropriate interventions and referrals to other wrap around UTH programs and/or community resources.
- Goal setting and interventions with clients and provide feedback and design generalization strategies.
- Program development, strategic implementation and evaluation, and coordination of integrated-service delivery
- Willing to read staff/parent/client emails in a timely manner and for curriculum planning purposes.
- Co-lead 3 hr assigned groups (see website for all groups being offered at this time) and clean up and set up before and after the group and communicate/collaborate with other team members each week.
- Review all video footage of assigned clients preparing for supervision and team collaboration.
- Maintain all client records in a timely and confidential manner (case notes, video footage, etc.).
- Attend client intakes.
- Opportunity to create your own groups based on need and skill level.
- Training will occur in the technology used at UTH for sessions as well as for the particular clientele served and the ideology of UTH.
- Able and willing to work with varying disabilities and needs (AD/HD, autism, gifted, LD, IDD, anxiety, depression, ODD, intermittent explosive disorder, victimology, etc.).
- Able and willing to work with varying cultures and ethnicities.
- Able and willing to work with children under age 8 if desiring to do play therapy, CRT
- Able and willing to work with children 8 and older, young adults, and parents regardless.
- May be assigned other duties as needed such as, but not limited to, designing a training or a specific need based project.

**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at the UTH locations assigned when your assigned clients are present. Be cognizant that clients in groups are typically on the weekends (Fri night, Sat, and Sun) and be at both UTH locations and you will be assigned to groups and remain through its duration for the length of your tenure or UTH need. All administrative and case management and reflection can be done through telecommuting. Access to Zoom for teleconferencing needs.

**Expected Hours per Week:** 10 to 40 hours a week, depending on program requirements and this includes case management and administrative duties. It does not include any drive time.

**Qualifications:** Undergraduate or Graduate student in social work, rehabilitative studies, counseling, special education, family sciences, family studies, applied behavior analysis, speech,

or related field. Proficiency with Microsoft Office Suite. Background check required. Experience with children of varying ages. Highly motivated, team player, easily communicative, friendly, not a wall flower, problem solver, a doer, energetic, curious, and inquisitive. "People skills," strong creative skills, highly organized, detail-oriented, self-motivated, ability to multi-task and meet deadlines.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

## Transitioning to Adulthood Program Intern\*

\*Undergraduate and Graduate level internships available. Placement is a combination of the UTH Denton and Frisco locations along with telecommuting style. Various disciplines accepted.

The Transitioning to Adulthood Program Intern will gain experience in all forms of special needs social group programming that UTH employs with its clientele that is applicable to ages 14 and up. This would include social skills groups, community based outings, job readiness, and intensives. The placement will also include multiple co-lead positions in the groups offered at UTH for its clientele. Program development, coordination, implementation, and evaluation of integrated-service delivery will also be emphasized. Additionally, it would include networking with various transitional services within the community and setting up transition planning meetings for clientele. It would also be designing, implementing, and evaluating current programs and future programming. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- Program development, strategic implementation and evaluation, and coordination of integrated-service delivery for the 14 and older aged clientele that UTH serves.
- Designing and hosting trainings for staff, parents, and transition aged clientele on various transition aged needs (guardianship, TWC, disabilities, community resources, etc.)
- Maintain community resources database
- Hold transitional meetings for clientele.
- Develop intensive programming for various clientele to better gain skills needed in particular areas such as budgeting and financial literacy, work exploration, development of work skills, circle of support, accessing community resources, disability awareness, etc.
- Job readiness training for clientele which could include resume, transferable skills assessments, etc.
- Case management and crisis intervention for clientele.
- Willing to read staff/parent/client emails in a timely manner and for curriculum planning purposes.
- Training in systems theory and conceptualization through a systemic model is emphasized.
- Assessing presenting problems and needs to identify appropriate interventions and referrals to other wrap around UTH programs and/or community resources.
- Goal setting and interventions with clients and provide feedback and design generalization strategies.

- Co-lead 3 hr assigned groups (see website for all groups being offered at this time) and clean up and set up before and after the group and communicate/collaborate with other team members each week.
- Review all video footage of assigned clients preparing for supervision and team collaboration.
- Maintain all client records in a timely and confidential manner (case notes, video footage, etc.).
- Attend client intakes.
- Opportunity to create your own groups based on need and skill level.
- Training will occur in the technology used at UTH for sessions as well as for the particular clientele served and the ideology of UTH.
- Able and willing to work with varying disabilities and needs (AD/HD, autism, gifted, LD, IDD, anxiety, depression, ODD, intermittent explosive disorder, victimology, etc.).
- Able and willing to work with varying cultures and ethnicities.
- Able and willing to work with children 14 and older, young adults, and parents
- Other duties as assigned.

**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at the UTH locations assigned when your assigned clients are present. Be cognizant that clients in groups are typically on the weekends (Fri night, Sat, and Sun) and be at both UTH locations and you will be assigned to groups and remain through its duration for the length of your tenure or UTH need. All administrative and case management and reflection can be done through telecommuting. Access to Zoom for teleconferencing needs.

**Expected Hours per Week:** 10 to 40 hours a week, depending on program requirements and this includes case management and administrative duties. It does not include any drive time.

**Qualifications:** Undergraduate or Graduate student in social work, rehabilitative studies, counseling, special education, family sciences, family studies, applied behavioral analysis, or related field. Proficiency with Microsoft Office Suite. Background check required. Experience with children of varying ages. Highly motivated, team player, easily communicative, friendly, not a wall flower, problem solver, a doer, energetic, curious, and inquisitive. "People skills," strong creative skills, highly organized, detail-oriented, self-motivated, ability to multi-task and meet deadlines.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

## Community Resources Liaison\*

\*Undergraduate and Graduate level opportunities available. Placement is primarily telecommuting style. Various disciplines accepted.

Community liaison position is available to assist with marketing and public relations for programs associated with UTH. Primary tasks will include frequent correspondence with and education of referral sources pertaining to available programs, streamlining referral processes

and community involvement for heightened awareness of services. This role will include updating resource directories with current information based on community resource availability. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- Coordinating and networking with agencies that UTH may interact with (TWC, practitioners in the area, lawyers, special needs advocacy groups, etc.)
- Hosting informative meetings for our staff and families on resources in the area.
- Locating and disseminating information on opportunities for enrichment, psychoeducational training, etc. within the community that may be of interest to the UTH clientele and staff.
- In collaboration with other staff maintain the community resource database.
- Other duties as assigned.

**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at events you host, need to advocate at, network with, etc. Be cognizant that events can occur on evenings or weekends and be throughout the DFW metroplex. Our programs are on the weekends (Fri night, Sat, and Sun) so you may be asked to attend a few, particularly at the beginning of your tenure, so you can adequately promote and represent UTH. Access to Zoom for teleconferencing needs.

**Expected Hours per Week:** Flexible

**Qualifications:** Undergraduate or Graduate student in various fields along with Microsoft Office Suite experience. Background check required. Experience with children of varying ages. Highly motivated, team player, easily communicative, friendly, not a wall flower, problem solver, a doer, energetic, curious, and inquisitive.

## Nonprofit Management Business Oriented Intern\*

\*Undergraduate and Graduate level internships available. Placement is primarily telecommuting style. Various disciplines accepted.

The Non-Profit Management Intern will gain experience in programs and activities that support overall non-profit capacity for UTH. This internship includes the coordination and logistical management for multiple programs at UTH as well as the behind the scenes aspects. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- Development of an annual UTH business plan and reflection upon it throughout their tenure
- Exposure to budgeting aspects including basics of accounting features and reports through Quickbooks to review financial planning for the agency.
- Coordination and team collaboration among the various staff and programs to maintain a streamlined process and to ensure accountability and responsibility.
- Database management
- Networking opportunities within the community
- Overseeing implementation of large scale fundraising opportunities and sponsorships such as North Texas Giving Day.

**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at events you host, need to advocate at, network with, etc. Be cognizant that events can occur on evenings or weekends and be throughout the DFW metroplex. Meetings to collaborate with staff are set to best accommodate everyone's schedules. Our programs are on the weekends (Fri night, Sat, and Sun) so you may be asked to attend a few, particularly at the beginning of your tenure, so you can adequately promote and represent UTH. Access to Zoom for teleconferencing needs. All administrative and case management and reflection can be done through telecommuting.

**Expected Hours per Week:** 10 to 40 hours a week, depending on program requirements. It does not include any drive time.

**Qualifications:** Undergraduate or Graduate from a nonprofit and/or business minded discipline, proficiency with Microsoft Office Suite. The applicant should be highly organized, attentive to detail, self-motivated. Excellent written communication skills. Friendly and able to work well within a team atmosphere. Highly motivated, easily communicative, friendly, not a wall flower, problem solver, a doer, energetic, curious, and inquisitive.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

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## Financial Coaching and Independent Living Intern\*

\*Undergraduate and Graduate level internships available. Placement is a combination of the UTH Denton and Frisco locations along with telecommuting style. Various disciplines accepted.

Financial coaching interns will both conduct one-on-one financial coaching sessions with program participants to help the program participants be able to learn to live independently. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- Exposure to the skillset of a financial coach and volunteer manager for the transitional aged clientele that UTH serves and also those that are older and seeking financial awareness and mindfulness.
- Conduct one-on-one individually tailored financial coaching sessions
- Create financial planning programming for each client as warranted for that client's needs.
- Training in the budgeting program utilized by TWC and other financial agencies.
- Understand and educate clientele on the key governmental assistance programs that UTH clientele should be considering (TWC, SSI, DSSI, Medicaid, HCS waivers, YES waivers, life insurance, etc.)
- Other duties as assigned.



**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at the UTH locations assigned when your assigned clients are present. Be cognizant that you may need to drive to advocate at, network with, etc. Be cognizant that events and client assignments can occur on evenings or weekends at either of the UTH sites and networking needs may be throughout the DFW metroplex. All administrative and case management and reflection can be done through telecommuting. Access to Zoom for teleconferencing needs.

**Expected Hours per Week:** 10 to 40 hours a week, depending on program requirements and number of assigned clients. It does not include any drive time. Applicants should be aware that this program could take place at either of the UTH locations (Denton or Frisco) and through tele methods such as Zoom.

**Qualifications:** Proficiency with Microsoft Office and Google Sheets and Google Drive. Background check required. The applicant should be highly organized, attentive to detail, self-motivated. Excellent written communication skills. Friendly and able to work well within a team atmosphere. Highly motivated, easily communicative, friendly, not a wall flower, problem solver, a doer, energetic, curious, and inquisitive.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

## Social Work Interns\*

\*Undergraduate and Graduate level internships available. Placement is a combination of the UTH Denton and Frisco locations along with telecommuting style. Various disciplines accepted.

UTH has many placements opportunities and experiences available to both BSW and MSW students. UTH is a unique social work placement that provides opportunities for social work students to gain community, macro-level experience while also gaining experience on the micro, one-on-one level. Social work students are able to gain valuable experience in all levels of social work practice and a true understanding of the various effects the different levels of practice have on each other. Social work interns should refer to the list of available internships above for ideas of the scope and responsibilities and experience being offered as well as the UTH website to familiarize themselves with the program scope of what UTH offers. Reviewing this will allow them to better understand what opportunities will be available. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

Macro & Generalist Opportunities:

- Community based mental and behavioral health initiatives
- Grant Writing
- Volunteer Assistance and Training
- Program Evaluation
- Curriculum Building
- Non-Profit Administration
- Trainings for staff, parents, and community members

- Networking within the community for advocacy and disability awareness

#### Micro Opportunities:

- Co-lead various group programs
- Host and co-lead support groups
- Host and co-lead online social opportunities for members
- Financial Coaching
- Masters level with previous experience and knowledge could be involved with counseling (individual, family)
- Assist with “adulting” and job readiness aspects

**Expected Work Schedule:** This is done through a mix of telecommuting style along with being present at the UTH locations assigned when your assigned clients are present. Be cognizant that clients in groups are typically on the weekends (Fri night, Sat, and Sun) and be at both UTH locations and you will be assigned to groups and remain through its duration for the length of your tenure or UTH need. All administrative and case management and reflection can be done through telecommuting. Access to Zoom for teleconferencing needs.

**Expected Hours per Week:** 15 to 40 hours a week, depending on program requirements. It does not include any drive time. Applicants should be aware that this internship could take place at either of the UTH locations (Denton or Frisco) and through tele-methods such as Zoom and their skill level, interest, and assigned duties will reflect locations.

**Qualifications:** Enrolled in a BSW or MSW program. Proficiency with Microsoft Office Suite. Background check required. The applicant should be highly organized, attentive to detail, self-motivated. Excellent written communication skills. Friendly and able to work well within a team atmosphere. Highly motivated, easily communicative, friendly, not a wall flower, problem solver, a doer, energetic, curious, and inquisitive.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

### Grant Writing Intern\*

\*Undergraduate and Graduate level internships available. Placement is a combination of the UTH Denton and Frisco locations along with telecommuting style. Various disciplines accepted.

This position assists with identifying potential funders, writing LOIs, and drafting grant proposals. Knowledge of grant writing is a plus. Applicants should have excellent grammar, writing, editing, research, and organization skills. Applicants should also be familiar with all the components of a grant proposal.

**Expected Work Schedule:** Telecommuting style and access to Zoom for teleconferencing needs.

**Expected Hours per Week:** 10 to 40 hours a week, depending on program requirements. It does not include any drive time.

**Qualifications:** Undergraduate or Graduate from a nonprofit and/or business minded discipline along with a proficiency with Microsoft Office Suite. The applicant should be highly organized, attentive to detail, self-motivated. Excellent written communication skills. Friendly and able to work well within a team atmosphere. Our programs are on the weekends (Fri night, Sat, and Sun) so you may be asked to attend a few, particularly at the beginning of your tenure, so you can adequately promote and represent UTH. Access to Zoom for teleconferencing needs.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.

## Fundraising and Community Event Oriented Intern\*

\*Undergraduate and Graduate level internships available. Placement is a combination of the UTH Denton and Frisco locations along with telecommuting style. Various disciplines accepted.

This position assists with identifying potential funders, networking with potential funders and collaborating with the marketing and business oriented staff to effectively design, execute, and evaluate the event or fundraising opportunity. Specific assignments/roles may be assigned in, but are not limited to, any of the following areas:

- North Texas Giving Day
- Giving Tuesday
- Holiday Giving
- Bike Riding Events
- Disability Awareness Events
- Booth Fairs

**Expected Work Schedule:** Telecommuting style and access to Zoom for teleconferencing needs.

**Expected Hours per Week:** 10 to 40 hours a week, depending on program requirements. It does not include any drive time.

**Qualifications:** Undergraduate or Graduate from a nonprofit and/or business minded discipline, proficiency with Microsoft Office Suite. The applicant should be highly organized, attentive to detail, self-motivated. Excellent written communication skills. Friendly and able to work well within a team atmosphere. Must be able to willingly work with staff from all areas of UTH and hear feedback. The applicant should be highly organized, attentive to detail, self-motivated. Excellent written communication skills. motivated, easily communicative, friendly,

not a wall flower, problem solver, a doer, energetic, curious, and inquisitive. Our programs are on the weekends (Fri night, Sat, and Sun) so you may be asked to attend a few, particularly at the beginning of your tenure, so you can adequately promote and represent UTH. Access to Zoom for teleconferencing needs.

**Number of internship slots available each semester:** Multiple internships are available each term (fall, spring, summer) and those attending online programs or those with nontraditional terms can also be accommodated.