

Lorey Gonzalez-Flores

From: Garcia, Heriberto J <hjgarcia3@utep.edu>
Sent: Wednesday, July 31, 2024 2:02 PM
To: Lorey Gonzalez-Flores
Subject: Community Work Study & Internship Program 2024/25
Attachments: Agency-2024-2025 Community Service Work-Study Forms.pdf

Good afternoon,

Thank you for applying to our 2024-2025 Community Work Study and Internship Program. We are happy to have you join us for another academic year (September 2024 - August 2025), your agency will be awarded **three allocations**. As the program continues to grow, so does the number of organizations interested in hosting UTEP students. This year, we received an abundance of applications and carefully selected sites that could best host interns. We believe your agency provides meaningful opportunities for UTEP students.

As we prepare for the academic year, we need a few items from you:

- Attached, you will find the agreement form that must be completed by Friday, August 16th, for students to continue for the fall semester this form must be completed by the deadline, and student must remain eligible for the program, learn more here
- If you have a student intern that would be continuing into the new year, or returning, please let us know, we are happy to begin the process
- We will host a mandatory Community Partner Program Orientation on **Tuesday, August 20th at 8:30 a.m.** at the Hilton Garden Inn El Paso / University, *111 W University Ave, El Paso, TX 79902*. During the session we will review information on the recruiting, onboarding, and payroll process. To register, click [here](#).

We thank you for your continued partnership. Together, we can significantly impact students' professional trajectories while positively impacting the community. We look forward to your response. If you have any questions, please feel free to contact us.

Best regards,



Heriberto Garcia, MA Ed.

Program Manager

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 [Book time to meet with me](#)