Tarleton State University
Intern 2 Learn
Student Program Information

To Search and Apply for an Intern 2 Learn Position:

- Search the Hire A Texan site for open Intern 2 Learn positions. Submit your resume/application on-line for positions of interest. The Hire A Texan site can be found at Hire A Texan. Intern 2 Learn requires students have a completed FAFSA on file and be undergraduates enrolled in a minimum of 6 hours, in good academic standing, and making satisfactory academic progress as defined by Student Financial Aid.

- If offered an internship, complete the student hiring packet provided by the hiring supervisor. Note: Any offer is contingent upon completion of the hiring process in Human Resources.

Once Selected for an Internship:

- Once approved by Human Resources, work with the supervisor to identify start date and work schedule for the semester. Review the "Keeping It R.E.A.L." information to gain a familiarity with the program at Keeping It R.E.A.L.

- Complete the Intern 2 Learn Internship contract (your supervisor will have this document). The original is maintained by the hiring supervisor. Keep a copy for your records.

- Complete the E-Portfolio Account Request for chalk and wire (page 3 of this document), sending the completed request to the address on the form.

- Treat this internship as a professional job; demonstrating appropriate office attire, office etiquette, customer service, organization and time management skills, good interpersonal and communications skills, etc.

- Record time worked in TimeTraq, ensuring the number of hours worked in a semester does not exceed 225.
• With your supervisor, set up monthly meetings to discuss the student learning outcomes identified on “Keeping It R.E.A.L.” Also determine the due date for the reflection piece and the resume (usually in the spring, but before the end of April).

• Maintain a journal of the discussions and work experiences that might be helpful in completing the annual reflection piece. Make notes to record work experiences related to topics covered in your academic classes.

• Begin working on your resume, utilizing Career Services to provide guidance and feedback.

• By the agreed upon due date, provide your supervisor with the reflection piece addressing the student learning outcomes identified by the R.E.A.L. Council for initial evaluation. Resources for the reflection and the evaluation rubric can be found on the Keeping It R.E.A.L. website.

• If your supervisor has suggestions for improvement, make the necessary changes to your reflection. The R.E.A.L. experience requires a score of 3.5 or better on the reflection evaluation.

• Post your completed reflection and resume on chalk and wire. Information on chalk and wire can be found at chalk and wire.

• During the spring, your supervisor will complete a performance appraisal and discuss it with you. Progression opportunity in the Intern 2 Learn program may be discussed during this evaluation. Prepare questions ahead of the evaluation to seek suggestions for improvement and opportunities for additional responsibilities (i.e. promotion).

• If graduating, ensure all required information is completed for the R.E.A.L. Council internship experience.
Intern 2 Learn

Chalk & Wire E-Portfolio

Account Request

The Center for Instructional Innovation will need the following information to create a Chalk & Wire account for you and your student employee:

Supervisor Name: ______________________________________________________________________

Supervisor Phone: ___________ Supervisor Email: ______________________________________________________________________

Tarleton UID (if known): ________________________________ (9 digits with the leading zeros.)

Student Employee information

Student Name: ______________________________________________________________________

Student University ID #: _____________________________ (9 digits with the leading zeros.)

Student Email: ______________________________________________________________________

Please send this form to:

Justin Carrell
Center for Instructional Innovation
T-Box 0810

Contact the Online Instructional Support Desk at 254-968-1960 if you have any questions about this form.