Tarleton State University

Intern 2 Learn

Supervisor Program Information

2016-2017

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To Participate and Hire:

- Contact the Intern 2 Learn coordinator to determine if funding is available for student interns.

- If funding is available, work with the Intern 2 Learn coordinator to define the job progressions and develop the job posting, ensuring the general requirements for Intern 2 Learn are included.

- Post jobs on Hire A Texan. Ensure the general job descriptions (page 4 of this document) are included as general job requirements for the Intern 2 Learn level you are posting.

- Interview candidates and select student intern. Intern 2 Learn requires students be undergraduates, enrolled in a minimum of 6 hours, in good academic standing, and making satisfactory academic progress as defined by Student Financial Aid. Interns are also required to complete a FAFSA.

- Continue the process as provided in HR’s SAF No. 33.99.08.T0.01 found at HR Student Employment Policy for student employment.

- Complete the Personnel Action Form (PAF Form) providing the desired departmental paying account information for 25% of the wage costs; and the Intern 2 Learn title code (see page 4). Student Financial Aid will complete the University paying account. Information that may help in completing the PAF:
  - Identify as “Regular Student” on the PAF
  - Use the Intern 2 Learn Job titles
  - List the Intern 2 Learn title code for both the University’s 75% and for the department’s 25% of cost.
  - Leave one paying account blank for Student Financial Aid to complete with the University account number. Complete the second paying account with the departmental account for the 25% of wage cost. Use the same title code for both.
  - Note: PAF’s are submitted for fall/spring and separately for summer should a student work during the summer. For students to continue on Intern 2 Learn for the fall/spring, a new PAF will need to be submitted.

- Provide the student with the student employment packet found at HR Student Hiring Packet. Students currently or recently employed by Tarleton State University may not need to complete the entire packet. Call Human Resources at ext. 9905 for more information. Send completed packet to Human Resources for processing and completion of the hiring process. Note: Any offer is
contingent upon completion of the employment process by Human Resources. Hiring supervisors receive a blue copy of the PAF once the hiring process is complete.

**Once Hired:**

- Once notified by Human Resources the student is approved for hiring, discuss and complete the Intern 2 Learn Internship contract with the student. Both student and supervisor sign the contract with the supervisor keeping the original and a copy provided the student intern.

- Complete the E-Portfolio Account Request for chalk and wire (page 5 of this document), sending the completed request to the address indicated on the form.

- Provide meaningful work assignments to the student, requiring effective communication and critical thinking skills.

- Share the mission and goals of the department with the intern.

- Schedule monthly meetings with the student to discuss the student learning outcomes developed for the R.E.A.L.- Internship experience. Information and resources for R.E.A.L. experiences can be found at Keeping It R.E.A.L..

- Set the due date for the annual reflection piece and resume (usually in the spring, but before the end of April), and notify student of the time frame to complete the R.E.A.L. requirements.

- Monitor hours in TimeTraq to ensure the student does not exceed 225 hours a semester. If an intern exceeds 225 hours in a semester, the hiring department is responsible for 100% of the intern's funding for the remainder of the semester.

- By the end of April each year, evaluate the annual reflection piece using the rubric provided by the R.E.A.L. Council (see Keeping It R.E.A.L.). Counsel, and request an updated reflection until the piece receives an acceptable rating (student must score a 3.5 out of 5 on the overall evaluation) for R.E.A.L. experience credit. Request the student post the final version in chalk and wire. Post your evaluation in chalk and wire shortly thereafter, but before the end of April. For chalk and wire resources, see chalk and wire.

- Follow-up with student interns regarding the resume (artifact) and its posting in chalk and wire. It should be posted no later than the end of April each year.

- Complete an annual performance appraisal. The appraisal is used in determining if the student intern should be promoted to the next level. Discuss performance with the student, identifying the strengths as well as opportunities for improvement.
Intern 2 Learn General Job Requirements by Job Title

Assistant Intern: Title Code 7538; Pay Rate - $8.00/hour

Specific Position/Technical Requirements: (completed by the hiring supervisor)

General Requirements:
- Learn and exhibit good organizational and time management skills
- Learn and exhibit good telephone/office etiquette
- Exhibit good interpersonal and communication skills
- Learn and exhibit satisfactory customer service skills, both internal and external
- Observe the confidentiality of data
- Maintain a journal during work experience considering student learning outcomes
- Annually, post a reflection addressing the R.E.A.L. student learning outcomes on chalk and wire
- Annually, post a resume on chalk and wire

Associate Intern: Title Code 7539; Pay Rate - $9.00/hour

Specific Position/Technical Requirements: (completed by the hiring supervisor)

General Requirements:
- 1-2 years of experience in a related position
- Good organizational and time management skills
- Exhibit good office etiquette
- Effective written and oral communication skills
- Exhibit good interpersonal skills
- Demonstrate good customer service skills, both internal and external
- Observe the confidentiality of data
- Ability to work independently and make decisions with limited supervision
- Maintain a journal during work experience considering student learning outcomes
- Annually, post a reflection addressing the R.E.A.L. student learning outcomes on chalk and wire
- Annually, post a resume on chalk and wire

Senior Intern: Title Code 7540; Pay Rate - $10.00/hour

Specific Position/Technical Requirements: (provided by the hiring supervisor)

General Requirements:
- 2-3 years of experience in a related position
- Excellent organizational and time management skills
- Exhibit excellent office etiquette
- Effective and diplomatic written and oral communication skills
- Exhibit excellent interpersonal skills
- Demonstrate excellent customer service skills, both internal and external
- Recognize the need for and observe the confidentiality of data
- Requires complex independent thinking and decision making with minimal supervision
- Maintain a journal during work experience considering student learning outcomes
- Annually, post a reflection addressing the R.E.A.L. student learning outcomes on chalk and wire
- Annually, post a resume on chalk and wire