



TARLETON  
STATE UNIVERSITY

Member of The Texas A&M University System

**INTERN 2 LEARN**

**STUDENT PROGRAM INFORMATION**

## Student Information and Resources

### To Search and Apply for an Intern 2 Learn Position:

- Search the Handshake site for open Intern 2 Learn positions. Submit your resume/application on-line for positions of interest. The Handshake site can be found at [Handshake](#). 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.
- 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.
- 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 Workday, ensuring the number of hours worked in a semester does not exceed 225.
- With your supervisor, set up weekly/monthly meetings to discuss the student learning outcomes. Also, discuss the turn-in date for the reflection paper and the resume due at the end of each semester via Canvas.
- Maintain a journal of the discussions and work experiences that might be helpful in completing the annual reflection paper. 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 paper addressing the student learning outcomes identified by the ALE Council for initial evaluation.
- If your supervisor has suggestions for improvement, make the necessary changes to your reflection. The ALE experience requires a score of 3.5 or better on the reflection evaluation.
- Progression opportunity in the Intern 2 Learn program may be discussed during the end of semester 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 ALE Council internship experience.