



TARLETON  
STATE UNIVERSITY

Member of The Texas A&M University System

INTERN 2 LEARN

SUPERVISOR PROGRAM INFORMATION

## Supervisor Information and Resources

### To Participate and Hire:

- Contact the **Work-Study and Student Employment Coordinator, Molly Moorman**, to determine if funding is available for student interns.
- If funding is available, work with the Work-Study and Student Employment Coordinator to define the job progressions and develop the job posting, ensuring the general requirements for Intern 2 Learn are included.
- Post jobs on [Handshake](#). 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. Check with Molly Moorman for status of work-study eligibility of applicants by emailing student name and student ID.
- 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.
- Once intern is selected, supervisors must submit an [Intern2Learn Position Request Form](#) and wait for an emailed approval to move forward with next steps in the hiring process. This form must be completed for each Intern2Learn you are requesting to hire.
- Once you receive an approval email, you will then fill out the [Student and GA Initiate to Hire Smartsheet Form](#) and attach your approval email on the form. Then provide the student with the student employment [application](#). Students must bring application packet along with I9 documents to Employee Services in person. Students currently or recently employed by Tarleton State University may not need to complete the entire packet. Call Employee Services at ext. 9128 for more information.

*Note: Any offer is contingent upon completion of the employment process by Employee Services.*

## **Once Hired:**

- Once notified by Employee Services 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.
- 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 weekly/monthly meetings with the student to discuss the student's learning outcomes developed for the ALE- Internship experience. Information and resources for ALE experiences can be found at [ALE](#).
- Set the due date for the annual reflection piece and resume (reach out to Molly Moorman if deadlines have not been shared) and notify student of the time frame to complete the ALE requirements.
- Monitor hours in Workday 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.
- Supervisors must submit one [ALE Form](#) per semester. An ALE contact will reach out to you via email with next steps after submitting the form. Students will submit their reflection papers and artifact (resume) in Canvas each semester. They are able to earn 2 ALE credits for 2 semesters worked under the Intern2Learn Program.
- 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.
- Interns are only eligible for participate in the Intern2Learn Program for 2 semesters. Once they meet this limit and wish to continue working, they will need to be reclassified as a student worker or student technician, if approved by Employee Services.

## Intern 2 Learn General Job Requirements by Job Title

### **Assistant Intern: Pay Rate - \$8.00/hour**

#### 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 ALE student learning outcomes on Portfolium
- Annually post a resume on Portfolium

### **Associate Intern: Pay Rate - \$9.00/hour**

#### 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 ALE student learning outcomes on Portfolium
- Annually post a resume on Portfolium

### **Senior Intern: Pay Rate - \$10.00/hour**

#### 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 ALE student learning outcomes on Portfolium
- Annually post a resume on Portfolium

*Note: Specific position/technical requirements for all positions are completed by the hiring supervisor.*