Intern 2 Learn

Program Overview
What is **Intern 2 Learn**?

Intern 2 Learn is an undergraduate, student employment program designed to:

- Provide relevant work experience (internships) through on-campus employment,
- Link jobs to a student’s core curriculum; connecting academics to the work environment,
- Provide a “Keeping It R.E.A.L.” internship experience, and
- Provide growth and promotion opportunities for students by utilizing three progressive levels and wage rates.
Internships and employment during college rose to the top of the list as the most heavily weighted attributes considered by employers.

What’s Different from Other Student Employment?

• Supervisors mentor; meeting monthly with students,

• Students are guided to tie academics to the work experience,

• Students write an annual reflection addressing the “Keeping It R.E.A.L.” internship student learning outcomes, and

• Students prepare or update a resume annually as their learning artifact for the R.E.A.L. experience.
Why Should Students Participate?

• Provides resume building work experience,

• Provides potential for progressive job opportunity with progressively higher wage rates,

• Meets the requirements for a R.E.A.L. Internship experience.
Job Structure

• Progression Tracks - three levels with increasing responsibility and experience requirements

  Assistant Intern - $8.00/hour
  Associate Intern - $9.00/hour
  Senior Intern - $10.00/hour

• Common general requirements for each level, leaving technical requirements of the job for supervisors to determine
Student Eligibility Criteria

- Undergraduate student,
- Enrolled in a minimum of 6 hours/semester,
- Meet the satisfactory academic progress policy as outlined for Student Financial Aid,
- Follow, and complete, the Intern 2 Learn responsibilities,
- Meet the guidelines for student employment as determined by Human Resources.
What’s Required?
Supervisor Responsibilities

• Provide meaningful work assignments requiring effective communication and critical thinking skills. (Note: students work a maximum of 225 hours a semester)

• Share the mission and goals of the department with the Intern,

• Schedule monthly meetings, prompting discussion of the R.E.A.L.-internship student learning outcomes,

• Evaluate the Intern’s reflection piece on chalk and wire annually (usually at the end of the spring semester),

• Encourage the Intern to complete the resume (artifact) requirement,

• Discuss the reflection evaluation, suggesting improvements as necessary (Intern must score a minimum of 3.5 for R.E.A.L. experience credit),

• Complete an annual performance review,

• Consider promotion opportunity for the Intern, if appropriate.
Student Intern Responsibilities

• Treat this internship as a professional job: demonstrating appropriate office attire, office etiquette, customer service, organizational and time management skills, good interpersonal and communication skills, etc.,

• Review the “Keeping It R.E.A.L.” website and become familiar with the requirements for a R.E.A.L. Internship experience,

• Schedule monthly meetings with your supervisor to discuss the student learning outcomes for a R.E.A.L. internship experience,

• With your supervisor, determine the due dates (usually in the spring) for the R.E.A.L. experience requirements,

• Maintain a journal of your discussions and work experiences for help in completing your R.E.A.L. Experience annual reflection,

• Annually, post on chalk and wire a reflection piece addressing the “Keeping It R.E.A.L.” student learning outcomes for internships (For R.E.A.L. experience credit the reflection piece must receive an overall evaluation score of 3.5 out of 5.0),

• Work with Career Services to complete and/or update a professional resume, and post as an artifact on chalk and wire annually.