

Honors College

Internship Descriptions and SLOs

Internships provide students the opportunity to work alongside professionals to gain real-world experience, explore personal and professional interests, and network with professionals. Internships give students the opportunity to gain valuable applied experience and give employers an eager employee who is available to assist with a special project or identified problem.

The Honors College (HC) internship experience is one option for honors students to graduate with distinction. In order to make this experience high-impact, campus partners are charged with identifying a problem or special project within their specific department that a student can be charged with addressing. Specifically, students should help work on projects which require complex problem-solving, independent learning, display strengths but also investigate areas for person and professional development.

Honors Student who selected the internship track are eligible for placement in approved internship experiences. Students are entering their third (junior) year at the university upon placement. Students represent all academic colleges and possess a variety of professional experiences. In addition to the work experience and hours in the office, students will also enroll in an online, three-credit course which will require the student to complete independent reflective activities as well as some structured check-ins with their internship supervisor.

How will the HC support the employing department?

- The HC will fund the bi-weekly compensation for each employee
- The HC will check-in with the student through an online course to monitor progress on project completion and engage students in reflective activities;
- The HC will enroll the student in requirement coursework, coordinate with human resources and accounts payable to take care of all the required paperwork and processing;

What should the hiring department or unit expect from the student?

- An employee to work 15-20 hours per week for up to 15 weeks (10 weeks in Summer semesters)
- A person looking to grow awareness of own strengths and seeking areas for development;
- A person developing a plan or goal for one's own future career;
- Someone who is curious, specifically seeking opportunities to learn;

What are the expectations for the internship supervisor?

- Complete oversight of the assigned intern including: logging time, checking in on project completion, communicating departmental standards and expectations,
- Communicate departmental expectations about logging time

Student Intern: Behavior Expectations

As you work toward your objective related to your experience for the Honors College, we ask that you keep the following strategies and perspectives in mind. You not only represent yourself, but Texas A&M University-Commerce Honors College. Carefully read through and abide by the following guidelines to have the best and most productive experience possible.

Ask for help when in doubt

- Your External Observer understands issues related to your activity. You are encouraged to approach them with problems or questions as they arise. That person can assist you in determining the best way to respond in difficult or uncomfortable situations.

Be punctual and responsible

- As an Honors student, you are participating in this experience as a reliable, trustworthy and contributing member of our community. Your activity partners are offering the gift of their knowledge and time to guide you through the experience. Your punctuality and commitment to completing your hours and experience over the course of the semester is a sign of respect and appreciation for their gift.

Call if you anticipate tardiness or absence

- Call your external mentors if you are unable to meet on a particular day or if you anticipate being late. Find an equivalent alternative via your Academic Counselor if you have questions. Be mindful of your mentors' time.

Show respect for the environment in which you engage in this activity

- It is an educational opportunity and a privilege to be a part of a community. It is imperative that you conduct yourself in a professional and ethical manner by respecting the space and leaving it in the same condition or better than you found it.

Be appropriate

- Set a positive standard for other scholars to follow as a part of the TAMUC's Honors College. You are expected to treat each individual you encounter with courtesy and kindness. Dress comfortably, neatly, and appropriate for the activity.

Be understanding

- The level of intensity of activity at a service site is not always predictable. Be flexible to changing situations and assist the operation to run as smoothly and productively for everyone involved.
By initialing here, you agree to these behavioral expectations and acknowledge that failure to meet them can jeopardize approval of this experience.