

Honors College: Call for Internship Applications (2024)

Employing Department/Unit: _____

Internship Supervisor/Application Filer: _____

Application Filer's Direct Supervisor: _____

Semester Requested (circle all available): Summer 2024 Fall 2024

Brief description of your department or office and the role it plays in university life. (100-200 words)

Click or tap here to enter text.

Brief description of project (or problem) you seek an intern to address. Why is an undergraduate student intern the person to help solve it? (250 words max)

Click or tap here to enter text.

Provide an overview of the intern's general duties and responsibilities. A detailed job description is required if student starts work in the department.

Click or tap here to enter text.

Specific benefits or selling features of the experience for the student:

Will the student work on the immediate campus of TAMU-Commerce? Yes/No

If no, please detail any off-campus requirements: _____

Will work be completed during traditional business hours (8am – 5pm)? Yes/No

If no, please explain: _____

List any **specific** skills or experiences a student must possess to successfully fulfill the internship. Example- Excel basics, customer service experience, bilingual, etc.

Key Skills Developed through Internship: In order for the HC staff to determine the compatibility of your project request with the skills and needs of our student interns, please indicate which area (no more than 3) of the marketable skills listed below will be the focus of your internship and present students opportunities to grow in that area.

Career & Self Development	Communication	Critical Thinking	Equity & Inclusion
Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism
Leadership	Professionalism	Teamwork	Technology
Recognize and capitalize on personal and team strengths to achieve organizational goals.	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Any additional information you want to share with the student or internship coordinator about the position or requirements?

Filer's Signature: _____ Supervisor's Signature: _____