



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 19, 2019

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY19-22

Distributed via Campus Email

To: Faculty & Staff

From: Corey S. Bradford *Corey*  
Senior Vice President for Business Affairs

Re: **PV Summer Training & Enrichment Program (S.T.E.P.)**

We are proud to announce the return of the Prairie View A&M University Summer Training and Enrichment Program (PV S.T.E.P.). Effective June 3, 2019, Prairie View A&M University will once again offer the on-campus, centrally funded, paid summer internship program, now known as PV S.T.E.P.

PV S.T.E.P. will offer students the opportunity to gain meaningful experiences in an area associated with their desired career. The internship also allows the department to maximize the use of student interns for projects that can be completed over the summer. The internship term will last ten weeks, beginning Monday, June 3, 2019, with the program ending on Friday, August 9, 2019.

To prepare for a productive summer, departments are strongly encouraged to follow the timeline below to allow for the successful processing of their selected candidate(s) by the program start date.

<b>PV S.T.E.P. Schedule of Events</b>		
March 19	March 29	Departments submit SEO Position and Requisition Form
April 8	April 19	Students apply for available internships
April 20		SEO releases applicant pool to department
April 24		Department notifies Student of internship selection
April 24	April 29	Departments submit SEO New Hire Selection Form
May 1	May 7	Students report to SEO for I-9 and Onboarding
June 3		Summer Internship program begins
August 9		Summer Internship program ends

Department requests will be submitted via the SEO Position and Requisition Form located on the Intranet (Intranet > Human Resources > Revised Hiring Process). PV S.T.E.P. position job descriptions and duties section must provide specific job responsibilities and required deliverables for students. The approval of the internship is subject to the limitations of funding, as well as fair and equitable practices to ensure maximized student placement. At a minimum, the Student Employment Office attempts to provide each department one (1) student intern to allow all departments an opportunity to participate in the program.

For consideration in the PV S.T.E.P. Program, applicants must apply online via Workday. **Placement is based on student experience, educational training, and correlation with internship requirements.**

To qualify for a summer internship, a student must meet the following requirements:

- ✓ Enrolled as an undergraduate or graduate student during the Spring 2019 semester
- ✓ Must be enrolled for at least six (6) graduate or undergraduate semester credit hours during the summer or preregistered at least six (6) undergraduate semester hours or nine (9) graduate semester hours for the upcoming fall term.
- ✓ Undergraduate students: Completed 60 hours by the conclusion of Spring 2019
- ✓ Minimum of 2.5 GPA and be in good academic standing
- ✓ Eligible to work in the U.S.
- ✓ Commit to the entire internship experience (10 weeks, 30 hours a week)

Once the department selects the most qualified candidate, the department will submit the SEO New Hire Selection Form located on the Intranet (Intranet > Human Resources > Revised Hiring Process).

Information about PV S.T.E.P. is available on the Student Employment website at [www.pvamu.edu/studentemployment/](http://www.pvamu.edu/studentemployment/). For questions related to PV S.T.E.P., please do not hesitate to contact the Student Employment Office at 936.261.1793 or [seo@pvamu.edu](mailto:seo@pvamu.edu).