

Prairie View A&M University



PRAIRIE VIEW
A&M UNIVERSITY
HUMAN RESOURCES

2024 PVAMU Summer Training &
Enrichment Program (PVSTEP)
Departmental Guide

PV STEP

Human Resources Employment Office

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I. SUMMARY

Internships are a terrific way to advance student's career through networking and providing opportunities to gain valuable knowledge about a specific work environment, while also receiving quality training. Internships can help confirm a student's choice of major.

The Prairie View Summer Training and Enrichment Program (PV STEP) will offer students the opportunity to gain meaningful, career-related experiences in an area associated with their desired major and occupational goals. The proposed internship term will last Ten (10) weeks, beginning Monday, June 10, 2024 and ends on Friday, August 16, 2024.

II. DEPARTMENT RESPONSIBILITIES AND REQUIREMENTS

All participating departments are required to follow the guidelines listed below, to ensure equitable practices across campus.

1. Attend an optional help session/information meeting in April.
2. Indicate interest by completing the short [PV STEP Interest Form](#), by May 8, 2024, and include the following:
 - Include a description of the project that the student employee would be completing during the duration of the program.
 - List the specialized duty/project(s) focused on a particular academic major or career field.
 - Provide the accepted major(s) you would like the student to be pursuing.
3. Once you have selected the finalist, the hiring manager will contact the student and to verbally confirm that an offer will be extended by Human Resources.
4. Submit the [SEO Personnel Action Form](#), by May 22nd – indicating who was selected to hire,
5. ***HR will extend the student an offer of employment.***
6. Ensure that the student completes all pre-hire requirements:
 - Accept job offer
 - Complete, and successfully pass, a background check from Sterling Talent Solutions
 - Complete Form I-9 Section I due before the hire date
7. Ensure all the required hiring tasks are completed by the deadlines listed:
 - Complete Form I-9 Section II in Guardian within 3 business days of hire date
 - Onboarding Tasks in Workday within 10 business days of hire
 - Attend New Student Orientation within 7 days of hire.
 - State Mandated Trainings in TrainTraq within 10 business days. Managers must verify that all required trainings are current/completed. The student and their manager will receive automated notifications when trainings are delinquent. For questions regarding TrainTraq or required trainings, please contact trainingteam@pvamu.edu.
8. Approve biweekly timesheets, in Workday, by the deadlines provided by Payroll.
9. Request student employee to submit their Project Summary by August 15, 2024.
10. Submit the Project Summary to the HR Employment Office at seo@pvamu.edu by close of business on August 23, 2024. Failure to submit the completed summary may result in ineligibility to participate in the PV STEP next year.

III. STUDENT RESPONSIBILITIES AND REQUIREMENTS

Students will be guided through the hire process by the Department and the Employment Office.

1. Student candidates must meet the following criteria:
 - Complete an online application in Workday and attach the following:
 - Essay (Writing Sample)
 - Resume
 - Transcript
 - Class Schedule (Summer 2024 or Fall 2024)
 - Enrolled as an undergraduate or graduate student during the Spring semester.
 - Must be a junior level classification or higher.
 - Be enrolled in the current Summer semester or preregistered for upcoming Fall semester
 - Minimum of 2.5 GPA
 - Be in good academic standing
 - Commit to the entire internship experience (10 weeks, 30 hours a week)
2. Students will apply to the open requisition in Workday:
 - If the student has never worked on campus, they will search and apply via the external site on the PV Job Board here: [Employment Opportunities](#).
 - If the student is a current student employee, they will login to SingleSignOn (sso.tamus.edu), click on the Workday link, and then click the “Career” icon to search and apply for available internships within the Workday platform.
3. *The hiring department will contact the student directly if selected for an interview.*
4. Complete all pre-hire requirements:
 - View, and accept job offer
 - Complete, and successfully pass, a background check from Sterling Talent Solutions
 - Complete Form I-9 Section I due before the hire date
5. Ensure all the required hiring tasks are completed by the deadlines listed:
 - Complete Form I-9 Section II in Guardian within 3 business days of hire date
 - Onboarding Tasks in Workday within 7 business days of hire
 - Attend New Student Orientation within 7 days of hire.
 - State Mandated Trainings in TrainTraq within 10 business days. Managers must verify that all required trainings are current/completed. The student and their manager will receive automated notifications when trainings are delinquent. For questions regarding TrainTraq or required trainings, please contact trainingteam@pvamu.edu or 936-261-1730.
6. Submit biweekly timesheets, in Workday, by the deadlines provided by Payroll.
7. Submit a Project Summary, to supervisor, by August 15, 2024.

IV. PROJECT SUMMARY GUIDELINES

Students, in conjunction with the department, should complete, and submit, the required Project Summary at the end of their assignment. This should be an overview of the project that the student completed, as well as what was learned, and/or could be improved for future PV STEP participants. Student must submit their Project Summary by August 15, 2024 to allow the supervisor time to submit to HR. Failure to submit the completed summary will make the department ineligible to participate in the PV STEP program the following year.

Project Summary is an end-of-program review which includes the following details:

- Project Objective
 - What was the objective of the project?
 - What are the particulars of the project?
 - What did the project hope to accomplish?
- Execution
 - How was the project get implemented?
 - Where there any roadblocks or difficulties in getting the project completed?
- Results
 - What was the outcome of the project?
 - Did the project satisfy the objective?
- Academic outcome
 - What was learned?
 - How did it relate to your intended major?
 - Do you think it was a successful program?
 - Would you participate again?

V. RESOURCE ALLOCATION

The total amount requested for the 2024 Summer Internship Program is \$306,000.00.
 The rate of pay will be \$17.00 per hour.
 Each intern will work 30 hours per week for a period of 10 weeks (about 2.5 months).
 Each intern would earn up to \$5,100.00 for the full summer program.

PV STEP 2023					
Interns	Pay Rate	Hours	Weeks	Earnings for Each Intern	Total Earnings
60	\$17.00	30	10	\$5,100	\$306,000

VI. TIMELINE

Deadline	Schedule of Events
April 29	<i>Optional</i> Help Session/Informational Meeting
May 6	Deadline to submit PV STEP Interest Form
Through May 19	Students apply for available internships
April 29 - May 22	Departments submit SEO Personnel Action Form
April 29 - May 31	SEO processes hire requests in order they are received
June 10	Summer internship program begins.
August 15	Student submits Project Summary to supervisor
August 16	Summer internship program ends.
August 23	Supervisor submit Project Summary to SEO@pvamu.edu

VII. EVALUATION

At the end of the internship experience, the faculty/staff member who serves as the student interns' manager should provide an abbreviated evaluation on the intern. The intern will also submit a survey on their experience in the PV STEP.