EMPLOYER
SMALL BUSINESS INTERNSHIP GUIDELINES AND AGREEMENT

Texas A&M University - Corpus Christi
Career Services
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Corpus Christi, TX 78412

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# TABLE OF CONTENTS

INTRODUCTION ................................................................................................................................. 3
  Purpose .............................................................................................................................................. 3
    Long Term Goals .......................................................................................................................... 3
    What is an Internship? .................................................................................................................. 3
  History ............................................................................................................................................ 4

QUALIFICATIONS, BENEFITS & GETTING STARTED .................................................................... 4
  Employer Qualifications ............................................................................................................... 4
  Student Intern Qualifications ....................................................................................................... 4
  Member Benefits ............................................................................................................................ 4
  Employer Responsibilities ............................................................................................................. 5
  Student Intern Responsibilities .................................................................................................... 5
  Texas A&M University-Corpus Christi Responsibilities ............................................................. 5
  Academic Credit ........................................................................................................................... 6
  Getting Started .............................................................................................................................. 6
    Employers .................................................................................................................................... 6
    Students ....................................................................................................................................... 6

RECRUITMENT ................................................................................................................................... 7
  To Register ...................................................................................................................................... 7
    To Register with Hire an Islander Independently ........................................................................ 7
    To Register with Hire an Islander via Program Coordinators .................................................. 7
  To Post/Edit a Job ........................................................................................................................ 7
    To Post a New Job on Hire an Islander ........................................................................................ 7
    To Edit a Previously Posted Job on Hire an Islander ................................................................. 8
      Job Posting Tips ....................................................................................................................... 8
    To Post/Edit a Job on Hire an Islander via Program Coordinators .......................................... 8

PAY STRUCTURE ............................................................................................................................... 8
  How the Program Works ............................................................................................................... 8
  Invoicing/Reimbursement ............................................................................................................. 9

FAQ .................................................................................................................................................. 10

CONTACT US .................................................................................................................................... 12

WORK AGREEMENT ....................................................................................................................... 13

OUTLINE OF RESPONSIBILITIES ............................................................................................... 14

BACHELOR DEGREES AT TAMU-CC ............................................................................................. 15

HIRING AN ISLANDER ..................................................................................................................... 16

SUBSTITUTE W-9 FORM .................................................................................................................. 17

JOB SHEET ....................................................................................................................................... 19

SAMPLE INVOICE .......................................................................................................................... 20
The Small Business Employer Internship Handbook has been prepared specifically for those small businesses that are committed to growth and development. The Small Business Internship Program allows companies to foster this goal through the utilization of graduate and undergraduate student interns. It offers the employer an opportunity to enhance a student’s education in a professional work setting at a great discount, having a portion of the student’s wages reimbursed. Upon reading this handbook should you have any further questions or need additional information, please feel free to call Texas A&M University-Corpus Christi Career Services at (361) 825-2628.

**Purpose**

The Texas A&M University-Corpus Christi Small Business Internship Program is an opportunity for small businesses in Corpus Christi to grow with the assistance of highly-trained students to meet their unique business needs. It is a partnership with small business employers who can offer students productive and meaningful work assignments with a learning component related to their major.

*Long-Term Goals*

The goals of the project are (1) to provide support to small businesses in Corpus Christi to encourage business growth, retention, economic development, and create a 10% new job “return on investment” (that means that for 68 internships we expect to create at least six new jobs over the project period) and (2) to provide real-world work experience for students at a living wage and with the potential for full-time employment following graduation.

*What is an Internship?*

An internship is typically a single-semester, 12-week opportunity where the student maintains their full-time status (12 credit hours). In addition to gaining work experience and earning funds to support their education, students are encouraged to seek academic credit for the internship. Obtaining a degree from Texas A&M University-Corpus Christi and gaining on-the-job training provides a competitive edge when students seek full time employment upon graduation. A single employer is currently allowed to have two student interns registered with the program.

- **Fall Semester** – August to December
- **Spring Semester** – January to April
- **Summer Semester** – May to August
History

On November 5, 2002 Corpus Christi voters passed Proposition 2 which authorized the use of 1/8th of a cent of the local sales tax for use in the attraction of long-term investment and the establishment of new jobs in Corpus Christi. The Corpus Christi Business & Job Development Corporation Board oversees the allocation of the dedicated funds, commonly referred to as 4A funds. These funds are intended to promote, encourage and enhance the creation of jobs which expand the city’s tax base and economy through the retention, expansion and recruitment of primary employers. In December 2007, Texas A&M University-Corpus Christi and Del Mar College were awarded over $130,000 per year to create, develop and maintain the Small Business Internship Program.

QUALIFICATIONS, BENEFITS & GETTING STARTED

Employer Qualifications

Program participants must meet the following qualifications:

1. Be a Corpus Christi resident
   (Corpus Christi, Flour Bluff, & Padre Island)
2. Have 49 employees or less
3. Be for-profit

Student Intern Qualifications

Students who participate in the program internship must meet the following qualifications:

1. Be currently enrolled at TAMU-CC
2. In good academic standing
3. Have completed their sophomore year (60 credit hours or more)

Member Benefits

There are numerous benefits for the employer who partners with TAMU-CC in an internship program. Our goal is to ensure that all internships are mutually beneficially to both the student and the employer. The program supports your company by:

- Easing the hiring process through reliable recruitment tools
- Providing access to a bank of qualified, motivated graduate and undergraduate students
- Reimbursing a portion of the student’s wage (current minimum wage)
- Facilitating a more efficient process for recruiting and training potential permanent, full-time employees
- Creating a close business partnership between your company and TAMU-CC.
**Employer Responsibilities**
With support from program coordinators, the employer is responsible for providing:

- Position description, job requirements & qualifications with measurable learning objectives
- Interviewing and hiring process
- The student’s salary\(^1\)
- Pre and post-program evaluations
- A minimum of one full semester (12 weeks) of student employment
- Orientation to company policies
- Supervision and/or mentorship in training and execution
- Feedback regarding intern’s performance
- A signed Work Agreement between program coordinators, the employer, and the student
- Adherence to all applicable employment laws and regulations

**Student Intern Responsibilities**
With support from Career Services, program coordinators, and academic advisor, the student is responsible for providing:

- Up-to-date knowledge and professional skills related to chosen field of study
- Learning goals that support academic and career interest
- A minimum of one full semester (12 weeks) of employment
- Feedback, as necessary, to program coordinators
- Professional quality work
- A signed Work Agreement between program coordinators, the employer, and the student
- Adherence with academic internship responsibilities, if earning course credit
- Compliance with company guidelines and Texas A&M University-Corpus Christi Student Code of Conduct

**Texas A&M University-Corpus Christi Responsibilities**
Small Business Internship Program coordinators, as a division of Career Services, agree to provide:

- Professional staff to assist with job readiness
- Employer access to Hire an Islander recruitment database, with discretion
- Recruitment assistance
  (Referrals, screenings, interview facilities, etc.)
- An internship coordinator to serve as program liaison between the university, student, and employer

\(^1\) See Pay Structure
• Scheduled site-visits, as needed, to monitor the intern’s job progress and work environment
• Evaluative tools for both the program and the intern
• A signed Work Agreement between program coordinators, the employer, and the student

**Academic Credit**
In the event that the intern is pursuing academic credit for the internship, a faculty coordinator will be assigned to the student. The student must complete all documentation required by the college of their major and takes full responsibility for ensuring that academic benchmarks and assignments related to the internship are met. The student is responsible for contacting their college internship coordinator and meeting the requirements detailed in internship/individual study course descriptions in the Graduate and Undergraduate Catalogs. The assigned faculty member will establish academic requirements for completion by the student and will award the final credit.

**Getting Started**

**Employers**
Employers interested in joining the program must perform the following steps:

1. Contact program coordinators to confirm interest (361)825-2628.
2. Complete a Substitute W-9 Form and submit it to TAMU-CC Accounts Payable. *Recurring participants do not need to complete this form.*
3. Recruit qualified students via Career Services’ Hire an Islander Employment Database [http://career-services.tamucc.edu](http://career-services.tamucc.edu) *(Preferred, but not required.)*
4. Complete a Work Agreement between the employer and the student and fax/email a copy to Career Services to file
5. Complete any pre-program surveys and/or documentation as requested by program coordinators

**Students**
Students interested in becoming an intern in the program must perform the following steps:

1. Register with Career Services’ Hire an Islander Employment Database [http://career-services.tamucc.edu](http://career-services.tamucc.edu)
2. Contact the potential employer and follow their specific screening/hiring process
3. If earning credit, contact academic advisor and register for credit prior to the beginning of the semester
4. Complete a Work Agreement between the employer and the student and fax/email a copy to Career Services to file
   Complete any pre-program surveys and/or documentation as requested by program coordinators
**To Register**

Employers who have not been previous participants in the Small Business Internship Program have several options available to them in the recruitment process.

**To Register with the Hire an Islander Employment Database Independently**

1. Go to [http://career-services.tamucc.edu](http://career-services.tamucc.edu) and click on “Employer Login”
2. Select “Click Here to Register”
3. Enter your organization name in the search field to see if your company has already registered with Hire an Islander
4. If you do not see your organization name, select “Can’t Find Your Organization?”
   a. Fill out the information form and select “Register” and “Submit Profile”
   b. Contact program coordinators so that they can activate your employer status
5. If you do see your organization name, select the check box and “Continue”
   a. Fill out the new contact information form and select “Register” and “Submit Profile”
   b. Contact program coordinators so that they can activate your employer status

**To Register with the Hire an Islander Employment Database via Program Coordinators**

1. Call Career Services at (361)825-2628, inform the student worker that you are a Small Business Employer and would like assistance setting up an Hire an Islander profile.
   or
2. Complete the included Job Sheet and fax it to (361)825-5729 or email it to program director and Associate Director of Career Services, Terri Howe at terri.howe@tamucc.edu.

**To Post/Edit a Job**

**To Post a New Job on the Hire an Islander Employment Database**

1. Log in to Hire an Islander
   *If you have forgotten your login information or password, please call Career Services.*
2. On your home page, scroll over “My Jobs” and select “New Job”
3. Complete the New Job form and select “Save”
4. Your job posting will be sent to Hire an Islander administrators for approval.
To Edit a Previously Posted Job on the Hire an Islander Employment Database

1. Log in to Hire an Islander
   
   If you have forgotten your login information or password, please call Career Services.

2. On your home page, scroll over “My Jobs” and select “Job List”

3. Select the job you wish to edit

4. Change any necessary information and select “Save”

5. Your job posting will be sent to Hire an Islander administrators for approval.

Job Posting Tips:

- For program members, the current wage/salary is $14.50/hr with the student working no more than 20 hours per week.
- The pay period you select (weekly, bi-weekly, monthly) is dependent upon the employer’s personal preferences.
- The position type must include “Internship” but can also include “Off Campus Part-Time.”
- Citizenship status as “US Citizen” and “Permanent Resident” must be selected.
- If you choose to include classification, please select only “Junior” status and above.
- Remember to include the appropriate post date, students will not see the job until that time.

To Post/Edit a Job on the Hire an Islander Employment Database via Program Coordinators

1. Call Career Services at (361)825-2628, inform the student worker that you are a Small Business Employer and would like assistance posting/editing a job in Hire an Islander.
   
or

2. Complete the included Job Sheet and fax it to (361)825-5729 or email it to program director and Associate Director of Career Services, Terri Howe at terri.howe@tamucc.edu.

Once you have created a profile and posted a job in our database, program coordinators can activate your employer and posting status and make the posting available to qualified students. If an employer has any specific needs or general questions regarding the recruitment process, please contact Career Services.

PAY STRUCTURE

How the Program Works**

The biggest motivating factor for students and employers to join the Small Business Internship Program is the pay incentive. The way the pay structure works is employers pay the student directly an hourly rate of double minimum wage, currently $14.50 (2 x 7.25). The company then invoices Texas A&M University-Corpus Christi (via Career Services) for half of the total paid to the student for that pay period plus half of applicable employment taxes.
For example, for a 20-hour work week:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Hours</th>
<th>Rate</th>
<th>Sub-Total</th>
<th>Medicare/SS Taxes</th>
<th>Unemployment Taxes</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1 to 9/14</td>
<td>20</td>
<td>$7.25</td>
<td>$145.00</td>
<td>$11.09</td>
<td>$4.35</td>
<td>$160.44</td>
</tr>
</tbody>
</table>

In this scenario, the student would be paid $259.12 for 20 hours of work but the bottom-line for the employer would only be $160.44 upon reimbursement.

The current Medicare and Social Security withholding rate is about 7.65% of the wages earned. The Unemployment withholding rate is different for each company depending on the type of services offered but should be anywhere between .08% and 3% of the wages earned.

**This information is designed to provide general guidance in calculating payroll estimates. It should not be relied upon to calculate exact taxes, payroll or other financial data. This information is not intended to provide tax or legal advice. Employers should refer to a professional advisor or accountant regarding any specific requirements or concerns.**

**Invoicing/Reimbursement**

To receive wage reimbursement through the university, employers must invoice TAMU-CC Accounts Payable. For the employer’s convenience, a sample invoice has been included in this handbook. Employers may choose to use their own invoice format. The following information MUST be included, see sample format for clarification:

- Company name & address
- The intern’s name
- “Small Business Internship Program”
- Texas A&M University Corpus Christi Accounts Payable
  6300 ocean Drive, Unit 5733
  Corpus Christi, TX 78412
- The pay period (dates)
- Number of hours worked
- Wage ($7.25)
- Gross total (wage x hours)
- Medicare/SS Tax if applicable
- Unemployment Tax if applicable
- Total/Grand Total

Invoicing should correspond with the employers pay schedule bi-weekly. It is not necessary to complete separate invoices for multiple interns or separate weeks. Reimbursement process may take up to 30 days. Please send all invoices to Career Services Administrative Assistant, Sara Lopez at sara.lopez@tamucc.edu or fax to (361) 825-5729.
FREQUENTLY ASKED QUESTIONS

Q: How many interns can I have in the program?
A: One. An employer may have more students employed with their company and may utilize Career Services for recruitment purposes however, may not be eligible for wage reimbursement.

Q: I already have a student working for me. Can they join the program?
A: Yes! This is one of the easiest situations we come across. If you already have a student working for you, it is very easy to join the program as recruitment, tends to be the most challenging part of any business venture. Provided your student employee is working in a field related to their major, simply fill out the W-9 and the Work Agreement and you’re all set! If the student desires academic credit for the internship, he/she must speak with their academic advisor.

Q: Do I have to hire a new intern every semester or can I keep the same one?
A: One of the nicest things for employers is that you can keep your intern in the program for as long as they are a qualified student. Our ultimate goal is to send graduates into the workforce with full-time opportunities for them, so we really enjoy it when students and employers are long-time program members.

Q: Is there a time-limit on how long a particular intern can work for me?
A: There currently is no time limit on how long you may employ a particular intern in the program. Provided the intern is a full-time student and is enrolled in either Fall, Spring, or Summer semesters, he/she may continue in the program at the employers discretion. The only stipulation is that when courses are not in session (i.e. Christmas Break – Dec to Jan) the program cannot reimburse employers for the intern’s work during that time. It is the employer and the intern’s responsibility to negotiate wages during that time.

Q: Can I be a program member at both Del Mar College and TAMU-CC?
A: Yes, there is currently no stipulation preventing membership in both programs. For more information on Del Mar’s small business internship program, please contact (361) 698-1021 or visit http://www.delmar.edu/sbdc/.

Q: How is TAMU-CC’s Small Business Internship Program different from Del Mar’s?
A: Del Mar is fortunate to provide many opportunities for growing businesses through their many vocational and technical degrees. TAMU-CC however, does offer professionalized graduate and undergraduate degrees in five colleges. Take a look at the list of bachelor degrees included in this handbook to get a better idea of what The Island University has to offer.
Del Mar also pays half of the student’s wage to the student directly. For tax purposes, coordinators at TAMU-CC utilize the reimbursement and invoicing procedure.

Q: How often should I invoice the university for my reimbursement?
A: Bi-weekly.

Q: Do I have to submit a new invoice for every week and/or every intern?
A: No, simply list each pay period/intern on a separate line so that we may keep accurate record of the number of hours the intern is working. You may choose to list the pay periods weekly (20 hours) or biweekly (40 hours) on a separate line however, you may also submit invoices monthly (80 hours).
Q: What do I do about taxes on invoices?

A: The program allows the university to also reimburse the employer for half of the taxes the employer pays for the student. When completing the invoice, simply multiply the number of hours by the wage ($7.50) and then add to that total half of the taxes taken from the gross pay. If you have any questions on this, please contact Career Services.

Q: What is a site-visit?

A: A site-visit is an opportunity for program coordinators to assess the working conditions of the intern and to talk with the employer and student face-to-face and gauge program success and areas of improvement. These are usually done once a semester, sometimes less frequently if the student is a recurring intern.

Q: I’ve used interns through the program before. How do I join again?

A: The easiest thing to do is to contact program coordinators and let them know you’re interested, recruit an intern, and fill out the Work Agreement. You do not need to complete another W-9. And we’re happy to have you back!

Q: Do I have to complete new paperwork every semester?

A: If you are keeping the same intern or have already gone through the process of hiring a new student worker, we only need a separate Working Agreement form for each semester. If you need to recruit a new student and/or change the job posting, then complete a new Job Sheet or edit the job information in Hire an Islander and fill out a new Work Agreement when you hire the intern.

Q: What if school is not in-session?

A: During Summer or Christmas Breaks when courses are not in-session, the program cannot reimburse your company for the student’s earned wages, even if they will be working during the next semester session. It is the employer’s discretion whether to continue paying the intern double minimum wage or to drop the salary down (must be at least minimum wage). Starting the day classes resume and as long as the student is enrolled, the employer can begin invoicing for hours worked again.

Q: I’m not sure that I have enough work for the student. What should I do?

A: If it’s a question of whether the student will be able to work close to 20 hours a week or not, the best thing to do is to speak with the coordinators directly. If you find that you do not have enough work for the student to complete, try asking the intern what goals they would like to accomplish during the internship… Maybe there is a new marketing strategy, business plan, or innovative solution that he/she can design for you.

Q: It’s not working out. What are my options?

A: If you find yourself in a situation where your intern is not meeting the standards set before them, as with any employee, you may terminate their employment, at your discretion. However, we do encourage you to speak with program coordinators first and to attempt to resolve any issues with the student directly. If you find yourself in a situation where you no longer desire to remain a part of the Small Business Internship Program, please contact program coordinators.
CONTACT US

CAREER SERVICES
Small Business Internship Program
University Center 304
6300 Ocean Drive 5795
P: (361)825.2628 F: (361)825.5729

http://career-services.tamucc.edu
Work Agreement

The Texas A&M University-Corpus Christi Small Business Internship Program is a progressive educational program that integrates a student’s academic studies with work experience. In partnership of the Small Business Internship Program, Texas A&M University-Corpus Christi, the employer and the student intern agree to the following:

The EMPLOYER agrees to:
1. Establish clear and measurable learning objectives at the beginning of each semester
2. Designate an individual to supervise the intern and serve as a liaison between TAMU-CC and the employer.
4. Provide the student’s salary (at least $14.50/hour) plus applicable employment taxes
5. Provide a safe work environment and related training if needed
6. Adherence to all applicable employment laws and regulations
7. Review company policies and procedures with student
8. Evaluate the intern’s performance and provide feedback to TAMU-CC’s Career Services Internship Coordinator
9. Must submit invoices bi-weekly

TAMU-CC agrees to:
1. Provide an internship coordinator to serve as a liaison between the student and the employer
2. Make follow-up contacts with the employer regarding intern’s progress
3. Reimburse up to 20 hours worked per week for up to 12 weeks at the current minimum wage plus half of the associated employment taxes

The INTERN agrees to:
1. Abide by the regulations and policies of the Internship Program and sponsoring employer.
2. Commits to one full semester of employment at one site only.
3. Work the prescribed number of hours during internship assignment.
4. In conjunction with the intern and/or faculty coordinator, establish well-defined learning objectives relative to course of study.
5. Immediately notify Career Services and/or faculty coordinator of work issues or changes in responsibilities not in line with learning objectives. Notify employer should he/she withdraw from the Internship or Texas A&M University-Corpus Christi.
6. If earning academic credit, intern drops all credits if leaves internship or is discharged from the job prior to completion.

SIGNATURES
We agree to comply with the terms and conditions of the Agreement.

Employer Signature                 Date      TAMU-CC Internship Coordinator        Date
Employer (please print) 08/25/2011 12/06/2011
Student Intern Signature           Date    Start Date     End Date
TAMU-CC Student Intern (please print)
Outline of Responsibilities

Employer Provides:

- Job description, job requirements and qualifications
- Interviews on campus, at the work site, or by telephone
- Orientation to the company office policies regarding overtime, timesheets, etc.
- Assignments appropriate to the student’s educational level
- Job related to major field of study
- Supervision and/or mentor to guide training
- Safe work environment and safety training if needed
- Compliance with wage and hour laws outlined in the FLSA
- Evaluation of interns’ performance (sent to TAMUCC intern coordinator)
- Adherence to all applicable employment laws and regulations

Student Provides:

- Up-to-date technical knowledge and skills
- Learning goals that support academic and career interest
- Information regarding obtaining academic credit
- Housing if not offered by employer
- Compliance with company guidelines

TAMU-CC Provides:

- Professional staff to assist with job readiness
- Job listings for internship opportunities on Hire an Islander (the job database)
- Education of employer/application requirements
- Resume, cover letter and application essay review
- Mock interview training
- Prescreen of applicants if requested by employer
- Referrals
- Interview facilities for on-campus interviews

Academic Department Provides:

In the event that academic credit is provided, a faculty coordinator will be assigned to the student. The student must complete all forms required by the college of their major. The faculty member will establish academic requirements for completion by the student and will award the final grade. Faculty and internship coordinators may also visit the work site and monitor the intern’s progress on the job.

Student Eligibility

Typically students who participate in an internship are currently enrolled at TAMU-CC and in good academic standing, have completed their sophomore year, and demonstrate leadership and accountability. Career Services will help facilitate the placement process should an employer wish to sponsor a recent TAMU-CC graduate.
**BACHELOR DEGREES at TAMU-CC**

**Liberal Arts**
- Art
- Communication – with emphasis in Speech, Theatre, or Film
- Criminal Justice
- English
- History
- Music – instrumental or vocal
- Political Science
- Psychology
- Sociology
- Spanish

**Business**
- Accounting
- Finance
- General Business
- Management
- Management Information Systems
- Marketing

**Education**
- Athletic Training (pending final approval)
- Interdisciplinary Studies
- Kinesiology
- Occupational Training and Development

**Science & Engineering**
- Biology
- Biomedical Science
- Chemistry
- Clinical Laboratory Science
- Computer Science
- Control Systems Engineering Technology
- Environmental Science
- Geographic Information Science
- Geology
- Mathematics
- Mechanical/Electrical Engineering Technology
- Mechanical Engineering

**Nursing and Health Science**
- Nursing
- Health Sciences
<table>
<thead>
<tr>
<th>Major</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>illustrating, graphic design, photography</td>
</tr>
<tr>
<td>Communication/Public Relations</td>
<td>public relations, marketing, event planning, customer service, news writing, publishing, editing, public speaking</td>
</tr>
<tr>
<td>English</td>
<td>writing, technical writing, advertising, promotions</td>
</tr>
<tr>
<td>Spanish</td>
<td>translating marketing materials into Spanish, providing bi-lingual customer service</td>
</tr>
<tr>
<td>Accounting</td>
<td>payroll preparation/processing, auditing, tax preparation, budgeting, bookkeeping</td>
</tr>
<tr>
<td>Finance</td>
<td>financial analysis, budgeting, buying, sales</td>
</tr>
<tr>
<td>Management</td>
<td>staff coordination, recruiting, staffing, employee relations</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>database creation/maintenance, business application, development, webpage design/maintenance, system analysis, hardware/software troubleshooting</td>
</tr>
<tr>
<td>Marketing</td>
<td>sales, advertising, customer service/customer relations building, promotional materials development</td>
</tr>
<tr>
<td>Biology</td>
<td>quality control, laboratory work/research</td>
</tr>
<tr>
<td>Computer Science</td>
<td>programming, website building/management, system analysis, technical project management</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>product improvement, manufacturing processes, construction projects, engineering operational functions</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>environmental compliance, soil/water conservation, quality control, risk assessment</td>
</tr>
<tr>
<td>Geographical Information Science</td>
<td>surveying, land mapping, hydrographic charting</td>
</tr>
<tr>
<td>Math</td>
<td>data collection, actuarial services, research</td>
</tr>
</tbody>
</table>
Please complete the following Substitute W-9. We are required by law to obtain this information from you when making a reportable payment to you. You are required to provide your correct Social Security Number or Employer Identification Number to us. If you do not furnish a valid TIN, or if you are subject to backup withholding, Texas A&M University-Corpus Christi is required to withhold 28% of its payment to you.

Please keep in mind if you do not provide us with this information, you may be subject to a $50 penalty imposed by the Internal Revenue Service under section 6723 and we will automatically withhold 28% of your payment.

**FOREIGN COMPANIES or INDIVIDUALS:**
Do NOT use this form. Go to the IRS website [http://irs.gov](http://irs.gov) and fill out the Form W-8BEN. Please fax the completed W-8BEN to (361) 825-2884.

Substitute W-9 Instructions:

1. Part 1 must be completed. Check the box that indicates your tax status.
2. Complete Part 2 if you are exempt from Form 1099 reporting.
3. Complete Part 3 by filling in all lines.
   **Form must be signed by vendor’s authorized representative.**
4. Enter in the name of the TAMU-CC contact.
5. Submit the completed form to TAMU-CC Accounts Payable Department.

**Please Note:**

No Social Security Number is required if the individual is requesting a refund for the cancellation of registration fees, i.e. Summer Camps, Recreation Activities, etc. Refund of registration fees paid with a check requires extra processing time unless a copy of the cancelled check is provided.
Texas A&M University - Corpus Christi Substitute Form W-9

Part 1 - Identification number (Please print or type)

<table>
<thead>
<tr>
<th>Name (First name, middle initial, last name)</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business name (if different from above)</th>
</tr>
</thead>
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</table>

Check appropriate box:
- [ ] Employee
- [ ] Corporation (Give Charter #)
- [ ] Individual/Sole Proprietor **
- [ ] Non- Student
- [ ] Student
- [ ] Prospective Student
- [ ] Partnership **
- [ ] Prospective Employee
- [ ] Other (i.e., conferences, organizations)
- [ ] Exempt from Backup Withholding

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1. For individuals, this is your social security number (SSN). For a resident alien, sole proprietor, or disregarded entity see the IRS website for instructions. For other entities, it is your employer identification (EIN). If you do not have a number, see the IRS website for instructions on how to get one.

Social Security Number

OR

Employer Identification Number

**Partnerships and Sole Proprietorships must submit SSN's for ALL partners receiving payments from TAMU-CC.**

Part 2 - Exemption:

If exempt from Form 1099 reporting, check your qualifying exemption reason below: (check one)

- [ ] Corporation
  Note that there is no corporate exemption for medical & health care payments or payments for legal services
- [ ] Tax Exempt Entity under 501(a) (includes 501(c)(3) or IRA)
- [ ] The United States or any of its agencies or instrumentalities
- [ ] A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies
- [ ] A foreign government or any of its political subdivision or an international organization in which the United States participates under a treaty or act of Congress

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and;
2. I am not subject to backup withholding because: a) I am exempt from backup withholding, or b) I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and;
3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Part 3 - Certification: (must be Vendor's official signature)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
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<tbody>
<tr>
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Signature: Remit To Address

<table>
<thead>
<tr>
<th>Address:</th>
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City: ZIP:

<table>
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Phone: Fax:

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<tr>
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<th>Fax:</th>
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</table>

TAMU-CC Contact:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
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<table>
<thead>
<tr>
<th>Department:</th>
<th>Funds:</th>
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<tbody>
<tr>
<td></td>
<td>[ ] State [ ] Local</td>
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</tbody>
</table>

Please return to: Texas A&M University - Corpus Christi - Accounts Payable, 6300 Ocean Dr, Unit 5733 Corpus Christi, Texas 78412-5733

<table>
<thead>
<tr>
<th>A/P Office</th>
<th>Date Rec'd:</th>
<th>Mail Code:</th>
<th>Posted by:</th>
<th>Revised:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Only:</td>
<td>Email Contact:</td>
<td>Y N</td>
<td>Tins: Y N</td>
<td>USPS: Y N</td>
</tr>
</tbody>
</table>
Job Sheet

Please type or print clearly and use non-gender terminology

*REQUIRED FIELDS

**JOB CLASSIFICATION:**  Part-Time  Full-Time  Intern  Non-Degreed  Degreed

**JOB TITLE:**

**JOB DESCRIPTION:**

**REQUIREMENTS:**

**DEGREE(S):**

**MAJOR(S):**

**HOURS/WEEK:**

**WAGES:**

**# OF OPENINGS:**

**DEADLINE TO APPLY:**

**JOB LOCATION:**

**NAME OF COMPANY:**

**ADDRESS:**

City  State  Zip

**CONTACT PERSON:**

**TITLE:**

**PHONE NUMBER:**

**FAX NUMBER:**

**EMAIL:**

**WEBSITE:**

**APPLICATION INSTRUCTIONS:**
Bill To:

Texas A&M University-Corpus Christi
Accounts Payable
6300 Ocean Drive, Unit 5795 Fax: (361) 825-5729
Corpus Christi, TX  78412 Email: Sara.Lopez@tamucc.edu

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Hours Worked</th>
<th>Wage</th>
<th>SubTotal</th>
<th>Medicare/SS Tax</th>
<th>Unemp. Tax</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/10 to 1/14/10</td>
<td>20</td>
<td>$7.25</td>
<td>$145.00</td>
<td>$11.09</td>
<td>$1.89*</td>
<td>$157.98</td>
</tr>
</tbody>
</table>

Example:

Pay period must be listed as weekly or bi-weekly.
Reimbursements will not be approved for any week with more than 20 hours listed.
It is not necessary to complete separate invoices for each week.
For multiple interns, please list each intern’s hours in a separate row.
*Medicare/SS Tax rate is 7.65%, which equates to $11.09 which is per 20 hours a week.
*Unemployment Tax cannot exceed 4% which equates to $4.35.
Failure to utilize this format may significantly delay reimbursement.
Reimbursement process may take up to 30 days.

If you have any questions or concerns, please contact us at
Phone:  (361) 825-2628
Fax:    (361) 825-5729
http://career-services.tamucc.edu