TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Internship Program

For Employers
KEEP YOUR BUSINESS MOVING FORWARD

Texas A&M - Corpus Christi students have talent and ability, and seek to gain hands on training opportunities needed to foster growth and development.

SOLUTIONS & RESULTS

- The Needs of Your Business Met
  - High labor costs reduced
  - Test-drive talented professionals
  - Projects completed
  - New perspective and insights
  - Quality work on projects and tasks

CONNECT YOUR COMMUNITY

- Internships connect future professionals to their community
- Take advantage of this beneficial strategy for investing in Corpus Christi’s future success

“Ensemble Group gets to evaluate each intern and see firsthand if they are a fit in our work environment and culture...

This program has been invaluable.”

- Gracie Martin, Owner
  Ensemble Group
An internship is a partnership between the university, the student and the employer. They are usually single-semester or summer opportunities in which students obtain relevant work experience while maintaining their student status. Interns combine on-the-job learning with application of classroom education in a work setting.

In addition to work experience, students typically receive academic credit and earn funds to support their education. When seeking full-time employment upon graduation, TAMUCC students have gained a competitive edge when they have practical work experience in addition to their degree. Internships are one of the most exciting and beneficial opportunities available to University Students.

**What is an Internship?**

An Internship is a Partnership between the University, the student, and the employer

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**The Benefits of Hiring an Intern**

**Student**
- Applies learned knowledge in workplace through hands-on experience
- Develops communication, organization and critical thinking skills
- Creates goals to develop personally & professionally

**Business**
- Provides training & learning opportunities for student
- Receives innovative ideas
- Stays current in technology advancements
- Receives quality work on projects

**Community**
- Highly skilled individuals enter the workforce
- Community needs are met & businesses gain stability
- Partnerships are built & community involvement prospers
- Corpus Christi remains competitive in the global economy

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Employers converted 58.6 percent of their Class of 2011 interns into full-time hires -NACE's 2012 Internship & Co-op Survey.
The Internship Guidelines apply to employers who are committed to enhancing a student’s education by utilizing their skills in a professional work setting.

**Quality**

The Texas A&M University-Corpus Christi Internship Program puts a high priority on quality of work and experience for both the business and the student. It is expected that the employer provide productive, meaningful work assignments with a learning component related to the student’s major. We strive to provide knowledgeable, capable students to meet your business’ needs, and ask in turn for full support of the student’s academic requirements and professional goals. TAMUCC may conduct follow up calls, site visits and surveys to ensure a quality experience.

**Expectations of Student**

- Dedication to quality, integrity, communication and professional development
- Interest in learning business’ best practices & effort put forth to support mission
- Learning goals that support academic and career interests
- Accurate and continuous communication with other staff and supervisor
- Receptiveness to training and willingness to work as a team
- Knowledge regarding obtaining academic credit
- Respect of others’ time, resources and efforts
- Compliance with company guidelines

**Expectations of Business**

- Job description, job requirements and qualifications provided to career services
- Interviews conducted on campus, at the work site, or by telephone
- Assigned intern supervisor and/or mentor to oversee intern activities
- Work appropriate to student’s educational level & duties related to major field of study
- Expectations & onboarding document reviewed with intern during first week of internship
- Willingness to review & discuss student’s goals and objectives
- Completion of midterm and end of term evaluation of intern’s performance
- If paid internship, employer complies with wage and hour laws outlined in the FLSA
- Adherence to all applicable employment laws and regulations
- Safe work environment and safety training (if applicable)

*Internship positions are available to all TAMUCC students and subject to employer requirements. Individual colleges within the university assign criteria and have varying requirements for receipt of academic credit. You will receive assistance understanding credit and/or pay requirements from Career Services.*
We Can Help

Customizable screening criteria for internship applicants
Designated Internship Coordinator to act as liaison
Job listings for internship opportunities on Hire an Islander
Prescreening of applicants (if requested) & student referrals
Comprehensive support services for internship process, start to finish
Interview facilities for on-campus interviews

5 Steps to Developing a Quality Internship

1. Designate supervisor / mentor for intern

2. Create a plan for the internship opportunity, including projects to be completed, daily duties, policies and general goals for professional experience

3. Work with Career Services to recruit a qualified intern

4. Manage the intern (intern should communicate regarding assignments)

5. Conduct end of term evaluation & follow up with Career Services
International Students & Internships

International students bring unique perspectives and diverse educational backgrounds that can be extremely beneficial. Their specialized expertise and multilingual skills can make your business significantly more competitive.

Students on F-1 Status are able to have internships under a program called Curricular Practical Training (CPT). This program requires no additional funds or hardships from the employer. The student visa status “covers” off campus work for eligible international students.

What is CPT?

- It is a training designed to achieve a curricular academic objective that is an integral part of the student’s curriculum.
- Employer, location and specific dates must be approved by the International Student Services Coordinator.
- Coordinator will issue a new I-20 for the CPT application. This will be the student’s work authorization for employment purposes.

Who is Eligible to Apply for CPT?

- F-1 Students in good academic standing.
- F-1 Students who have been lawfully enrolled on a FT basis for at least one full academic year.
- CPT must be an integral part of established curriculum and to satisfy degree requirements.
- The employer, the student, and the Academic Advisor must agree on clearly defined course objectives for the program.

What is required of the Employer?

- Employer’s Form: A copy of your official job offer letter on company letterhead.
- Job Description: Description should include job details including hours, pay, and basic duties student will be doing during internships.
Enrich your business, connect to TAMUCC and contribute to the community of Corpus Christi through our internship program!

Please contact any staff member below to get started.

**Internship Coordinator:**
Rachel Williams
361-825-6205
rachel.williams@tamucc.edu

Career Services
University Center 304
6300 Ocean Drive Unit 5795
O 361-825-2628 ● F 361-653-5729

Director: Terri Howe
Assistant Director Employer Relations: Heather Hanami
Job Developer: Sharon Herrera
College of Business Career Counselor: Isabelle Oliver
College of Liberal Arts Career Counselor: Nancy Salinas
College of Nursing and Health Science: Sara Goede
College of Science and Engineering Career Counselor: Jace Medina
Administrative Assistant: Sara Lopez