Building Corpus Christi Through Internships
BUILDING CORPUS CHRISTI THROUGH INTERNSHIPS

Texas A&M-Corpus Christi students have talent and ability, but are missing the hands on training opportunities needed to foster further growth and development. Because of this, they are seeking employment outside of the community during school, summers and post-graduation. An internship is a beneficial strategy for investing in Corpus Christi’s future success. Internship’s help provide answers to some of the local business community’s challenging issues such as high labor costs, completing all projects, gaining fresh perspectives, and keeping talented people here in Corpus Christi. Internships are an important part of a students learning process and not only does it benefit the student, but the organization and community as a whole.

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What are Internships?

Internships are partnerships between the University, the student, and an 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. Obtaining a degree from Texas A&M University-Corpus Christi and gaining practical work experience provides a competitive edge when students seek full-time employment upon graduation. Internships are one of the most exciting and beneficial opportunities available to University Students.

Internship positions are available to all TAMU-CC students and subject to employer’s 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

**TOP 10 REASONS TO HIRE AN INTERN**

**Employer takeaway:** In terms of both today's workload and tomorrow's workforce, starting an internship program is an excellent way to facilitate success at business.

1. Find future employees.
2. Test-drive the talent.
3. Increase productivity.
4. Increase employee-retention rate.
5. Enhance perspective.
6. Take advantage of low-cost labor.
7. Find free-of-charge.
8. Give back to the community.
Internship Contributions

How does an internship contribute to a student's career development?

- Enrich the student's academic experiences
- Develop more realistic expectations about professional business life and develop confidence in a professional setting
- Help students develop a network of contacts
- Provide crucial on the job training to build their resume and experience for after graduation employment
- Work alongside a professional in a chosen career area
- Apply ideas learned from school and practice communication and teamwork skills

62% of students who completed an internship indicated they “definitely would” (36 percent) or “probably would” (26 percent) accept an offer for a FT position from their internship employer

_National Association of Colleges and Employers (NACE)._ 

How does an internship contribute to success of a company?

- Interns can provide your organization with experienced staff assistance for special projects and bring a fresh perspective to workplace challenges
- Establish a positive relationship between your organization, the student and Texas A&M University Corpus Christi
- Interns can help projects move forward that might otherwise be left on a back-burner.
- Some organizations utilize interns to fill a job role that can be done on a part-time basis with somewhat limited training or background. College students can be bright, personable representatives to customers or vendors.

Employers converted 58.6 percent of their Class of 2011 interns into full-time hires

_NACE’s 2012 Internship & Co-op Survey._
How does an internship contribute to success of a Community?

- Interns and internship program help establish positive relationships amongst all groups in community
- Lead to greater communication between University and community
- Internships can influence a student’s perspective of Corpus Christi and encourage college graduates to stay here post-graduation
- Internships will help Corpus Christi remain competitive in the global economy
- Internships can help guide TAMUCC’s planning to ensure academic programs are responsive to Corpus Christi’s needs.

After one year on the job, hires that were fed from the organization’s own internship program were retained at a rate of 75.7 percent. On the other hand, just 66.5 percent of hires that had no internship/co-op experience of any kind were still with the organization after one year.

After five years, the difference is even more evident, as 62.4 percent of hires coming from an employer’s program were still with the company, compared to just 48.1 percent of hires who came with no internship experience whatsoever.

NACE’s 2012 Internship & Co-op Survey
Texas A&M-Corpus Christi Internship Guidelines

The Employer Internship Guidelines have been prepared specifically for employers who are committed to enhancing a student’s education by utilizing their skills in a professional work setting.

Purpose

The Texas A&M University-Corpus Christi Internship Program is a partnership with employers who can offer students productive and meaningful work assignments with a learning component related to their major. An internship is typically a single-semester opportunity where the student maintains their student status. In addition to gaining work experience and earning funds to support their education, students are encouraged to seek academic credit. Obtaining a degree from Texas A&M University – Corpus Christi and gaining practical on-the-job training provides a competitive edge when students seek full-time employment upon graduation.

Recruiting Students

TAMUCC Career Services Center can help you with all your internship needs including:

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

Typically students who participate in an internship are 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.
What are Expectations of Internship?

What to expect from Student
- Up-to-date technical knowledge and skills
- Learning goals that support academic and career interest
- Information regarding obtaining academic credit
- Compliance with company guidelines

What to Expect from Company
- 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
- If paid internship, employer complies with wage and hour laws outlined in the FLSA
- Evaluation of interns’ performance (sent to TAMUCC coordinators)
- Adherence to all applicable employment laws and regulations

Five-Steps to Developing a Quality Internship Program

Step 1: Set Goals and Policies for the Internship Program

Step 2: Write a Plan for the Internship Opportunity

Step 3: Recruit a Qualified Intern

Step 4: Manage the Intern

Step 5: Conduct Exit Interviews and Follow-up
International Students and Internships

Currently Texas A&M Corpus Christi has over 500 international students in F-1 visa status from over 39 countries. Over 55% of these students are in the College of Business, 25% in Science and Engineering with the other 20% falling to Education, Liberal Arts, and Nursing.

Many companies in Corpus Christi don’t realize how much value international interns can bring to their businesses. An international perspective can make your business significantly more competitive as the students bring in diverse educational backgrounds, specialized expertise, and multilingual skills.

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 and 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.
- May only be employed by specific employer, location and for specific dates as approved by the Coordinator, International Student Services
- 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
- The employer, the student, and the Academic Advisor must agree on clearly defined course objectives for the program
- Must be done to satisfy degree requirements.

What is required from the employer for F-1 students?
- **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
Contacts

We believe strongly in the benefits of internships and how they enrich the student, the community and TAMUCC. Career Services will work with you for all your needs associated with establishing and maintaining this type of program. Please contact any representatives below to set up an internship, post a position or any other concerns.

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: Patricia Chastain
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
Working Agreement

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

A. 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.
   3. Provide a stipend or salary if paid internship.
      (If unpaid, Intern is required to only work 10 hours maximum per week)
   4. Provide a safe work environment and related training if needed
   5. Adherence to all applicable employment laws and regulations
   6. Review company policies and procedures with student
   7. Evaluate the intern’s performance and provide feedback to TAMU-CC’s Career Services or academic advisor/faculty coordinator

B. TAMU-CC agrees to:
   1. Provide an internship coordinator to serve as a liaison between TAMU-CC and the employer
   2. Make follow-up contacts with the employer regarding intern’s progress
   3. Award college credit in designated courses approved by supervising faculty

C. 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.
   4. Work the prescribed number of hours during internship assignment.
      (If unpaid, Intern is required to only work 10 hours maximum per week)
   5. In conjunction with the intern and/or faculty coordinator, establish well-defined learning objectives relative to course of study.
   6. 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.
   7. 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) ___________________________

TAMU-CC Student Intern ___________________________ Date __________ Start Date __________ End Date __________

TAMU-CC Student Intern (please print) ___________________________