Working Agreement

The Texas A&M University-Corpus Christi Job Development Internship Program is a progressive educational program that integrates a student’s academic studies with work experience. In partnership of the Job Development 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 the student’s salary (plus applicable employment taxes). Interns pay should be no less than $12.25 an hour, which the employer will be reimbursed for $5.00 an hour (plus applicable employment taxes).
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 Internship Coordinator
8. Adherence to TAMUCC Career Services Invoicing Schedule. Invoices should be submitted biweekly. Invoices for the semester are due within 3 business days after the last day of classes.
9. Provide direct-deposit information to the Job Development Internship Program for reimbursements to be processed in a timely manner.

B. 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

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.
3. Work and log the prescribed number of hours during internship assignment. (Not to exceed 20 hours per week)
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.
6. Notify employer should he/she withdraw from the Internship or Texas A&M University-Corpus Christi.
7. If earning academic credit, intern must drop all credits if they leave the internship or are discharged from the job prior to completion.

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

__________________________  __________________________
Employer signature        TAMU-CC Internship Coordinator  
Date                      Date

__________________________
Employer (please print)       Name of Company

__________________________  ____________________
TAMU-CC Student Intern   Start Date  End Date
Date

__________________________
TAMU-CC Student Intern (please print)