Working 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:

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)
   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

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 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. 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.

______________________________________________ Date  ________________________________ Date
Employer signature                          TAMU-CC Internship Coordinator

______________________________________________
Employer (please print)

______________________________________________ Date
TAMU-CC Student Intern

______________________________________________
TAMU-CC Student Intern (please print)