A Guide to Internships
For Employers
Are you interested in hiring an intern but are unsure where to start?

We are here to help. This guide provides the resources and tools necessary to build your company’s internship program.

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Internship Basics

The Benefits of an Intern

- Develop a diverse hiring pool of post-graduates
- Build your brand on campus
- Create leadership opportunities for employees through the mentorship of an intern
- Gain new perspective and insights
- Invest in Corpus Christi’s community

“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
The Power of an Internship

Characteristics of an Internship

An internship is a partnership between the employer, the student and the university. It emphasizes learning through hands-on work directly related to the student's major.

1. Can be PT or FT, and offer various types of compensation
2. Employer and student should work together to develop learning objectives and frequently evaluate progress
3. Usually single-semester or summer duration
4. Includes a specific intern supervisor to mentor student
5. Employers provide resources for professional growth
Considerations for a New Internship

1- Purpose

What need(s) can an intern help meet for your business? Considering the purpose that an intern will fill within your organization will provide direction and meaning throughout the internship duration. Be mindful of limiting clerical work to 25% of the intern’s time.

2- Supervision & Mentorship

An internship is a closely monitored experience for students. Not only is it important to provide interns with hands-on tasks directly related to their major, but students need opportunities to develop professionally and personally. Consider who will be available to supervise and mentor an intern by providing instruction, answer questions, and evaluation.

3- Future Potential

Employers often utilize internships as a test-drive for future employees. Consider if your business will have the ultimate goal to hire interns fulltime. If not, what tools can you equip your intern with to further their marketability in the workplace? This could be a letter of recommendation, attending networking events, or offering continued mentorship.
Considerations for a New Internship

4 - Compensation

Texas A&M Corpus Christi strongly recommends compensating interns. Most TAMUCC students have to work in addition to taking courses to stay financially stable. All unpaid internships will need to meet FLSA requirements, and may be categorized as a volunteer position.

<table>
<thead>
<tr>
<th>Benefits of Compensating Interns</th>
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<td>Diverse, competitive pool of applicants</td>
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<table>
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<th>How to Compensate Interns</th>
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<td>Hourly Wage</td>
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Investing in an intern is an investment in your future.
4.1 – Unpaid Internships

If an internship must be unpaid, it must meet the six criteria designated by the US Department of Labor FLSA:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

4.2 – Academic Credit Fast Facts

- Employers should not offer academic credit as compensation, as it can only be awarded by the university
- Faculty who sponsor for-credit internships strongly desire or require internships be paid
- The majority of TAMUCC students are permitted to receive academic credit for an internship experience
- Students pay to receive academic credit for an internship in the form of tuition
- Students receiving academic credit may have assignments that require employer assistance. It is the student’s responsibility to effectively communicate with their employer in a timely manner before assignment due dates
Internship Blueprint

Begin crafting your internship by considering & filling out the following information.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>How many interns can your organization realistically supervise?</td>
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<tr>
<td>Who is eligible to apply?</td>
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<tr>
<td>Freshman</td>
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<td>Sophomore</td>
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<td>Juniors</td>
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<td>Seniors</td>
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<td>International Students</td>
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<td>How many hours per week would you like your intern to work?</td>
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<td>Is your internship for specific majors? If so, which?</td>
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<tr>
<td>Is there a minimum GPA requirement?</td>
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<tr>
<td>What kind of skills will be required of a student to be successful in this internship?</td>
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<tr>
<td>What skills will a student obtain through this internship?</td>
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<tr>
<td>What are the day-to-day tasks for this intern?</td>
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<tr>
<td>What are the long-term projects the intern can help complete?</td>
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Freshman
Juniors
Sophomores
Seniors
International Students
Job Description 101

Using the information from the Internship Blueprint, draft your job description.

The description should include the following:

✔ Name of Company with brief description of what the organization does
✔ Day-to-day tasks
✔ Long term projects
✔ Learning, growth and hands-on work opportunities

Example:

Management Internship with Jack’s Pet Supplies

Jack’s Pet Supplies is a local small business that strives to provide excellent experiences to its customers by carrying a wide variety of pet supplies. We carry food, toys, bedding, and many other great products to meet the needs of customers and their pets.

We are seeking an energetic intern to assist our store manager. Interns will spend their time working closely with the store manager to learn the ins and outs of the business including budgeting, advertising, marketing and leadership. These skills can be put to practice while working with customers. Our intern will also answer phones, assist customers with questions, and update our social media pages regularly. Our interns will also have an opportunity to organize and lead a team meeting and present on a business topic they are passionate about.

If you’re a sophomore, junior, or senior who seeks hands-on experience in management and loves furry friends, send your resume via Hire an Islander!
International Students & Internships

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

Give your business a competitive edge by adding the multilingual skills & diversity of an international student

What is CPT?

Under a program called Curricular Practical Training (CPT), students on F-1 Status are able to have internships

It is a training designed to achieve a curricular academic objective that is an integral part of the student’s curriculum.

This program requires no additional funds or hardships from the employer. The student visa status “covers” off campus work for eligible international students.

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?

- A job description and internship offer letter to student on company letterhead
- Employer must receive a copy of the student’s I-20 with authorization from International Student Services Coordinator before the student begins working
Welcome to Hire an Islander!

Hire an Islander is TAMUCC’s job database. It allows employers to post and students to apply for full time & part time jobs, as well as internships and volunteer positions.

This site: https://www.myinterface.com/tamucc/employer/home.aspx will take you to Hire an Islander’s Login / Registration Page

Step 1 - Register

Screen applicants by major, GPA, and more
Post & edit jobs at your convenience
Maintain anonymity

Welcome to Texas A&M University-Corpus Christi
Career Services!

ALREADY A REGISTERED EMPLOYER: Log in below with user ID and password that you created.

TO REGISTER:
If this is your first time registering with the I link please click the link at the bottom of the page Click here to register!

FORGOT YOUR PASSWORD: Click link at the bottom of the page, "Forgot your password" to reset your password or call Career Services at (361) 825-2628

Career Services provides placement data for the university, so by posting your job on Hire an Islander, you are agreeing to provide us with the names of the students/Alumni that you hire.

We are dedicated to maintaining equal employment opportunity (EEO) compliance and following affirmative action principles.

To this end, employers posting positions with us must commit to recruiting, interviewing and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status or disability and provide reasonable accommodations upon request. When jobs are posted, they must be active for a minimum of 5 business days.

Username: 
Password: 

Login

Click here to register!
Search for your Organization first.
Hire an Islander already has accounts for many businesses. To reduce duplication, please ensure your business is not registered before proceeding.

If you can’t find your organization, click “can’t find your organization?” and fill out the registration information.

If your organization is registered, click on your organization’s name, click continue, and enter your contact information.

You will create your own username and password.
Step 2 - Post Your Internship

Hire an Islander is TAMUCC’s job database. It allows employers to post and students to apply for full time & part time jobs, as well as internships and volunteer positions.

Highlight “My Jobs”
Click “New Job”

Input the information about the internship, including the job description.

For “Position Type” select “Internship (Paid)” or “Internship (Unpaid)”

Screening Applicants:
You can screen applicants by GPA, Classification, Degree Held and Major. Make sure to set your criteria, then select each screening option below.

Click Save!

A Career Services staff member will review and activate your internship within 2 business days.
More Ways to Connect

Career Fairs

On Campus Info Tables

Employer Panel Q&A Sessions

On Campus Info Sessions

Interview on Campus

Report Hires to Career Services

Post FT & PT Jobs on Hire an Islander

Become a “Featured Internship”

Contact Us:

Career Services
University Center, 304
Office: 361.825.2628