Q. Do I qualify?
A. If your company is located in Corpus Christi (includes Flour Bluff and Padre Island), and is for-profit, you qualify.

Q. How many interns can I have in the program?
A. No more than two can be in the JDIP. An employer may have more students employed with their company and may utilize Career Services for recruitment purposes. However, they will not be eligible for wage reimbursement.

Q. I already have a student working for me. Can they join the program?
A. Yes! This is one of the easiest situations we’ve come across. If you already have a student working for you, it is very easy to join the program as recruitment, tends to be the most challenging part of any business venture. Provided your student employee is working in a field related to their major, simply fill out the W-9 form and the Working Agreement form. If the student desires academic credit for the internship, he/she must speak with their academic advisor.

Q. How many hours per week can an intern work?
A. There is no limit on the hours an intern can work per week. However, the program will only reimburse up to 20 hours a week. It is the employer’s discretion whether to continue paying the intern $12.25 hour or to reduce the wage for hours worked over the limit.

Q. Do I have to hire a new intern every semester or can I keep the same one?
A. One of the nicest things for employers is that you can keep your intern in the program for as long as they are a qualified student. Our ultimate goal is to send graduates into the workforce with full-time opportunities for them, so we really enjoy it when students and employers are long-time program members.

Q. Is there a time-limit on how long a particular intern can work for me?
A. There currently is no time limit on how long you may employ a particular intern
in the program. Provided the intern is a full-time student and is enrolled in either Fall, Spring or Summer semesters, he/she may continue in the program at the employer’s discretion. The only stipulation is that when courses are not in session (i.e. Christmas Break – Dec. to Jan.) the program cannot reimburse employers for the intern’s work during that time. It is the employer and intern’s responsibility to negotiate wage amounts during that time.

Q. How often should I invoice the University for my reimbursement?

A. Bi-weekly, depending on the employer’s pay period preferences.

Q. What do I do about taxes on invoices?

A. The program allows the University to also reimburse the employer for half of the taxes the employer pays for the student. When completing the invoice, simply multiply the number of hours by the wage ($5.00) and then add to that total half of the taxes taken from the gross pay. If you have any questions on this, please contact Career Services.

Q. What is a site-visit?

A. A site-visit is an opportunity for program coordinators to assess the working conditions of the intern and to talk with the employer and student face-to-face and gauge program success and areas of improvement. These are usually done once a semester.

Q. I've used interns through the program before. How do I join again?

A. The easiest thing to do is to contact the program coordinators and let them know you're interested, recruit an intern, and fill out the Working Agreement form. You do not need to complete another W-9. And we're happy to have you back!

Q. Do I have to complete new paperwork every semester?

A. If you are keeping the same intern or have already gone through the process of hiring a new student worker, we only need a separate Working Agreement form for each semester. If you need to recruit a new student and/or change the job posting, then complete a new Job Sheet, or edit the job information in the HireAnIslander Database and then fill out a new Working Agreement form when you hire the intern.

Q. What if school is not currently in-session?
A. During Summer or Christmas Breaks when courses are not in-session, the program cannot reimburse your company for the student’s earned wages, even if they will be working during the next semester session. It is the employers discretion whether to continue to pay the intern the same rate, or drop the salary down to $7.25 an hour. Once classes start back up again, as long as the student is enrolled, the employer can invoice for the reimbursement.

Q. I’m not sure that I have enough work for the student. What should I do?

A. If it’s a question of whether the student will be able to work close to 20 hours a week or not, the best thing to do is to speak with the coordinators directly. If you find that you do not have enough work for the student to complete, try asking the intern what goals they would like to accomplish during the internship…Maybe there is a new marketing strategy, business plan, or innovative solution that he/she can design for you.

Q. It’s not working out. What are my options?

A. If you find yourself in a situation where your intern is not meeting the standards set before them, as with any employee, you may terminate their employment at your discretion. However, we do encourage you to speak with program coordinators first and to attempt to resolve any issues with the student directly. If you find yourself in a situation where you no longer desire to remain a part of the Job Development Internship Program, please contact program coordinators.