

## WORKING AGREEMENT FORM

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 (TAMU-CC), the employer and the student intern agree to the following:

A. **TAMU-CC** agrees to:

1. Abide by the TAMU-CC Job Development Internship Program Guidelines and Agreement and provide a copy to the employer and student.
2. Provide an internship coordinator to serve as a liaison between the employer and the student.
3. Conduct scheduled site visits with the employer and student to monitor the student's performance and work environment.

B. **The EMPLOYER** agrees to:

1. Review and abide by the TAMU-CC Job Development Internship Program Guidelines and Agreement.
2. Provide a safe work environment and related training if needed.
3. Establish clear and measurable learning objectives at the beginning of each semester.
4. Review company policies and procedures with student.
5. Adherence to all applicable employment laws and regulations.
6. Designate an individual to supervise the intern and serve as a liaison between TAMU-CC and the employer.
7. 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) up to 20 hours per week.
8. Provide direct-deposit information to the Job Development Internship Program for reimbursements to be processed in a timely manner.
9. Adherence to TAMU-CC Career Services Invoicing Schedule. Invoices should be submitted biweekly or monthly. Outstanding invoices for the semester are due within 5 business days after the last day of classes or during the date provided by TAMU-CC, whichever comes first.
10. Evaluate the intern's performance and provide feedback to TAMU-CC's Career Services Internship Coordinator.

C. **The INTERN** agrees to:

1. Review and abide by the TAMU-CC Job Development Internship Program Guidelines and Agreement.
2. Abide by the regulations and policies of the sponsoring employer.
3. Commits to one full semester (12 weeks) of employment.
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. Work and log the prescribed number of hours during internship assignment (**not to exceed 20 hours per week**).
7. Immediately notify employer and TAMU-CC Career Services should he/she withdraw from the internship or Texas A&M University-Corpus Christi.
8. If earning academic credit, intern must drop all credits if he/she leaves the internship or are discharged from the internship prior to completion.

### SIGNATURES

### JOB ID:

We agree to comply with the terms and conditions of the Agreement. **(Job ID to be completed by TAMU-CC)**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Student A#

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
TAMU-CC Internship Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Phone Number

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

(End date to be completed by TAMU-CC)

\_\_\_\_\_  
Student Signature