



ADVANCING EDUCATION. CREATING CAREERS.
TRANSFORMING BROWNSVILLE.

Internship Program

Employer and Student Handbook



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INTRODUCTION

The All In Internship Program allows companies and organizations to provide valuable work experience to postsecondary student interns. The handbook has been prepared for employers committed to growth and development of their business and future workforce. Employers will be reimbursed half of the intern's salary. Upon reading this handbook should you have any further questions or need additional information, please feel free to call UTRGV Career Services at 956-882-5627 or TSC Career Transfer and Employment Services at 956-295-3409.

Purpose

The All In Internship Program is an extension of our All In partnership to collaborate with Brownsville employers who can offer ninety new paid internships to postsecondary students with productive and meaningful work assignments with a learning component related to their major. Students will gain professional soft skills knowledge, job interview skills, and paid work experience. It is an opportunity for students to gain a competitive edge to fill high-demand jobs in Brownsville and meet employers' needs.

Long-Term Goals

The goals of the project are:

- (1) Increase postsecondary degrees awarded to 5,000 degrees by 2025
- (2) Have students obtain living wage employment following graduation.

What is an Internship?

An internship is typically a single-semester, 15-week work opportunity where the student maintains enrolled in school. In addition to gaining work experience and earning funds to support their education, students are encouraged to seek academic credit for the internship. Obtaining a degree from Texas Southmost College or The University of Texas Rio Grande, and gaining on-the-job training provides a competitive edge when students seek full time employment upon graduation. A single employer is currently allowed to have two student interns registered with the program.

Internship = 15 weeks, 20 hours/week = 300 hours

History

Brownsville has a framework rising above political, economic, and institutional changes. The All In partnership goals include strategies to improve student outcomes in the student to career pipeline framework: *Preparation, Connection, Entry, Progress, Completion, and Employment*. The All In partnerships long-term goals are to increase postsecondary graduation rates – *Completion*, and increase student connections from graduation to *Employment*. The partnership continues to work to remove barriers to educational access, persistence, and credential attainment with high-demand career pathways, and empower Brownsville students to leverage economic opportunities within the region.

QUALIFICATIONS, BENEFITS & GETTING STARTED

Employer Qualifications

Program participants must meet the following qualifications:

1. Physical location in Brownsville (non-residential)
2. Formal employee policy, procedure, and oversight in place
3. Obtain and maintain Workers' Compensation Insurance and Commercial General Liability Insurance
3. Preference to Demand Occupations and open to other occupations
4. Capacity to host a paid internship

Student Intern Qualifications

Students who participate in the internship program must meet the following qualifications:

1. Be currently enrolled at UTRGV or TSC
2. Must meet Satisfactory Academic Progress (SAP)
3. UTRGV students: Have completed their sophomore year with 60 credit hours or more; Juniors or Seniors
4. TSC students: are in their last semester of their Certificate or last year of their educational program
5. Meet Employer qualifications for internship
6. Must be eligible to work in the United States

Member Benefits

There are numerous benefits for the employer who partners with UTRGV or TSC in an internship program. Our goal is to ensure all internships are mutually beneficial to both the student and the employer. The program supports your company or organization by:

- Easing the hiring process through reliable recruitment tools
- Providing access to a bank of qualified, motivated undergraduate students

- Reimbursing a portion of the student's wage
- Facilitating a more efficient process for recruiting and training potential permanent, full-time employees
- Creating a close business partnership between your company or organization and UTRGV or TSC.

Employer Responsibilities

With support from internship coordinators, the employer is responsible for providing:

- Position description, job requirements & qualifications with measurable learning objectives
- Interviewing and hiring process
- The student's salary¹
- Pre and post-program evaluations
- A minimum of one full semester (15 weeks) of student employment
- Orientation to company policies
- Supervision and mentorship in training and execution
- Feedback regarding intern's performance
- A signed Work Agreement between Internship coordinators, the employer, and the student
- Adherence to all applicable employment laws and regulations

Student Intern Responsibilities

With support from Career Services, Internship coordinators, and academic advisor, the student is responsible for providing:

- Complete 16 hours of soft skills training
- Up-to-date knowledge and professional skills related to chosen field of study
- Learning goals that support academic and career interest
- A minimum of one full semester (15 weeks) of employment
- Feedback, as necessary, to Internship coordinators
- Professional quality work
- A signed Work Agreement between Internship coordinators, the employer, and the student
- Adherence with academic internship responsibilities, if earning course credit
- Compliance with company guidelines and TSC or UTRGV's Student Code of Conduct

University of Texas Rio Grande or Texas Southmost College Responsibilities

Internship Program coordinators agree to provide:

- Professional staff to assist with job readiness
- Employer access to intern recruitment database, with discretion for UTRGV Interns
- Recruitment assistance (Referrals, screenings, interview facilities, etc.)
- An internship coordinator to serve as program liaison between the university, student, and employer
- Scheduled site-visits, as needed, to monitor the intern's job progress and work environment
- Evaluative tools for both the program and the intern
- A signed Work Agreement between program coordinators, the employer, and the student

Academic Credit

In the event the intern is pursuing academic credit for the internship, a faculty coordinator will be assigned to the student. The student must complete all documentation required by the college of their major and takes full responsibility for ensuring that academic benchmarks and assignments related to the internship are met. The student is responsible for contacting their college internship coordinator and meeting the requirements detailed in internship/individual study course descriptions in the Undergraduate Catalogs. The assigned faculty member will establish academic requirements for completion by the student and will award the final credit.

Getting Started

Employers

Employers interested in joining the program must perform the following steps:

1. Contact Internship Coordinator to confirm interest.
2. Complete a Substitute W-9 Form and submit it to UTRGV Accounts Payable or TSC Business Services. *Recurring participants do not need to complete this form.*
3. Recruit qualified students via Career Services' myinterfase.com/utrgv/employer or tscjobs.org.
4. Complete a Work Agreement between the employer, the student, and the Internship Coordinator and turn into UTRGV Career Services or TSC Career Transfer and Employment Services.
5. Complete any pre-program and post-program surveys and/or documentation as requested by Internship Coordinator.

Students

Students interested in becoming an intern in the program must perform the following steps:

1. Register with Career Services' Career Connection database or TSC's tscjobs.org
2. Meet with Internship Coordinator to review resume, mock interview, and job readiness workshop.

3. Contact the potential employer and follow their specific screening/hiring process
4. If earning credit, contact academic advisor and register for credit prior to the beginning of the semester
5. Complete a Work Agreement between the employer, student, and Internship Coordinator and fax/email a copy to Career Services to file.
6. Complete any pre-program and post-program surveys and/or documentation as requested by Internship Coordinator.

RECRUITMENT

To Register

Employers who have not been previous participants in the Internship Program have several options available to them in the recruitment process.

To Register with TSC Jobs Database Independently

- Go to tscjobs.org and click on “Create Account” (bottom left)
 - SELECT “employer” on the drop box (arrow)
 - EMAIL: Fill in email address of the contact person
 - USERNAME: Type name and last name all in lowercase and together (one word).
 - PASSWORD: Select a password of your choice meeting requirements
 - CONFIRMPASSWORD: Retype password
 - Click SUBMIT
1. Click on the person icon on the dark ribbon (menu) on the upper right side. Fill in information about the company/organization.
 2. Upload the job description on “Add a job” on the right upper section on blue.

To Register with UTRGV Career Connection Database Independently

Log onto website: <http://www.utrgv.edu/careercenter>

- Click on *Employers* in the UTRGV Career Connection area of the homepage.
 - If you do not have an account then access the *Click Here to Register* link and complete your profile (please allow 2 business days after request to access your account).
 - If you already have an account, enter your user name and password then click on *Login*.

My Profile

- To update Employer Information, click on *Edit*. Make changes and click on *Save* to complete the changes.
- To update Contact Information, click on *Edit*. After making changes, click on *Save* to complete changes.

Student Search

- Select *Student Search* and make your choices for a search and click on *Search*.
- To view all available students, just click on *Search* without specifying criteria.

My Jobs

- Click on *My Jobs* and any jobs currently available with your company will be displayed.
- To view the job information, click on the *ID Number*.

To Create a New Job

- Click on *New Job*. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete. In “Application Instructions,” enter the manner in which a potential employee may apply for this position. Click on *Save* to update this information. Follow the steps listed in “To Make Changes to Current Jobs” (below) to complete the posting information.

To Make Changes to Current Jobs

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the *Edit* link and make your changes. Once completed, click on *Save* for each section.
- Under Posting Information, there are two sections that you need to review. In “Show Contact Information,” if you select No, your contact information will not be available to potential employees. In “Allow Student Self-Referral,” if you select Yes, students will be able to send their resumes to you directly via e-mail.

Job Posting Tips:

- For program members, the minimum wage/salary is \$10.00/hour with the student intern working no more than 20 hours per week for 15 weeks.
- The pay period you select (weekly, bi-weekly, monthly) is dependent upon the employer’s personal preferences.
- The position type must include “Internship.”
- Must be eligible to work in the United States
- Include classification “junior” status and above.
- Remember to include the appropriate postdate, students will not see the job until that time.

PAY STRUCTURE

How the Program Works

Employers pay the student directly a minimum hourly rate of \$10.00. The employer invoices UTRGV or TSC via respective Internship Coordinator for \$5.00 for each hour worked by the student for that pay period. Employer will bear the cost of employment taxes.

For example:

The student intern will get paid \$400.00 for 40 hours of work for 2 weeks, plus employment taxes. The employer will be reimbursed \$200.00 of total student hours worked in two weeks.

(40 hours X \$5.00/hour)

The current Medicare and Social Security withholding rate is about 7.65% of the wages earned. The Unemployment withholding rate is different for each employer depending on the type of services offered. Employer will be responsible for all Employment Taxes.

***This information is designed to provide general guidance in calculating payroll estimates. It should not be relied upon to calculate exact taxes, payroll or other financial data. This information is not intended to provide tax or legal advice. Employers should refer to a professional advisor or accountant regarding any specific requirements or concerns.*

Invoicing/Reimbursement

To receive wage reimbursement through the university or the college, employers must invoice UTRGV Accounts Payable or TSC Business Services. For the employer's convenience, a sample invoice has been included in this handbook. Employers may choose to use their own invoice format. The following information MUST be included, see sample format for clarification:

- University of Texas Rio Grande Valley
Career Center
One West University Blvd.
Cortez Hall #129
Brownsville, Texas 78520
Office: 956-882-5627

Or

- Texas Southmost College
Business Services

80 Fort Brown
Brownsville, TX 78520

- Company name & address
- The intern's name
- The pay period (dates)
- Number of hours worked
- Reimbursement Rate: \$5.00/hour

- Gross total (reimbursement rate x hours)
- Total/Grand Total

Invoicing should correspond with the employers pay schedule. It is not necessary to complete separate invoices for multiple interns or separate weeks. Reimbursement process may take up to 30 days.

For TSC interns please send invoices to Diana C. Rodriguez at Diana.Rodriguez@tsc.edu or fax to 956-554-9093.

For UTRGV interns please contact the Career Center at 956-882-5627 for updated instructions.

FREQUENTLY ASKED QUESTIONS

Q: How many interns can I have in the program?

A: Up to two for UTRGV and two for TSC. An employer may have more students employed with their company and may utilize Career Services for recruitment purposes however, may not be eligible for wage reimbursement.

Q: I already have a student working for me. Can they join the program?

A: Yes. 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. However, the student will have to be placed in an internship position at your business. Provided your student employee is working in a field related to their major, simply fill out the W-9 and the Work Agreement and you're all set! If the student desires academic credit for the internship, he/she must speak with their academic advisor.

Q: Do I have to hire a new intern every semester or can I keep the same one?

A: Students can participate in the program once. Hiring a new intern is recommended.

Q: Is there a time-limit on how long a particular intern can work for me?

A: The program allows for students to work up to 300 hours in the internship.

Q: Can I be a program member at both TSC and/or UTRGV?

A: Yes, there is currently no stipulation preventing membership in both programs.

Q: How is UTRGV's All In Internship Program different from TSC's?

A: Both UTRGV and TSC reimburse the employer \$5.00 for each hour worked by each intern. Coordinators utilize the invoicing and reimbursement procedure.

Q: How often should I invoice the university or college for my reimbursement?

A: Ask the internship coordinator. Each institution have different requirements and process.

Q: Do I have to submit a different invoice for every intern?

A: No, simply list each pay period/intern on a separate line to keep accurate record of the number of hours each intern is working. You may choose to list the pay periods weekly (20 hours) or biweekly (40 hours) on a separate line, however you may also submit invoices monthly (80 hours). *Check with the internship coordinator.

Q: What do I do about taxes on invoices?

A: The program allows UTRGV and TSC to reimburse the employer for \$5.00 of the intern's gross salary. Employer is responsible for all employment taxes.

Q: What is a site-visit?

A: A site-visit is an opportunity for internship 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. There will be two site visits completed per student.

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

A: The easiest thing to do is to contact internship coordinators and inform them you are interested, recruit an intern, and fill out the Work Agreement. You do not need to complete another W-9.

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

A: If you recruit a new student and/or change the job posting, then complete a new Job Sheet or edit the job information in Career Connection or TSC Jobs and fill out a new Work Agreement when you hire the intern.

Q: What if school is not in-session?

A: Student interns are able to work throughout Thanksgiving break, Christmas break, and Spring Break as long as they are enrolled at UTRGV and TSC in order for the employer to get reimbursed for hours worked. It is the employer's discretion whether to hire the intern or to continue paying the intern \$10.00 wage after the completion of the All In Internship Program.

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

A: If it is 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 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 internship coordinators first and 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 All In Internship Program, please contact internship coordinators.

Outline of Responsibilities

Employer Provides:

- Job description, job requirements and qualifications
- Interviews on campus, at the work site, or by telephone
- Orientation to the company office policies regarding overtime, timesheets, etc.
- Assignments appropriate to the student's educational level
- Job related to major field of study
- Supervision and/or mentor to guide training
- Safe work environment and safety training if needed
- Compliance with wage and hour laws outlined in the FLSA
- Evaluation of interns' performance (sent to UTRGV intern coordinator)
- Adherence to all applicable employment laws and regulations

Student Provides:

- Soft skills knowledge
- Up-to-date technical knowledge and skills
- Learning goals that support academic and career interest
- Information regarding obtaining academic credit
- Compliance with company guidelines

UTRGV or TSC Internship Coordinators Provide:

- Professional staff to assist with job readiness
- Job listings for internship opportunities on Career Connection or TSC Jobs
- Education of employer/application requirements
- Resume, cover letter and application essay review
- Mock interview training
- Prescreen of applicants if requested by employer
- Referrals
- Interview facilities for on-campus interviews
- On-site visits for interns

Academic Department Provides:

In the event that academic credit is provided, a faculty will be assigned to the student. The student must complete all forms required by the college of their major. The faculty member will establish academic requirements for completion by the student and will award the final grade. Faculty and internship coordinators may also visit the work site and monitor the intern's progress on the job.

Student Eligibility

Students who participate in this internship are currently enrolled at UTRGV or TSC and in good academic standing, are in their last semester of their certificate program, last year of their educational program, or are a junior or senior. They demonstrate leadership and accountability.

UTRGV Programs

Robert C. Vackar College of Business and Entrepreneurship

Accounting
Economics
Finance
Information Systems
International Business
Management
Marketing
Material Management and Logistics

College of Engineering and Computer Science

Civil Engineering
Computational Sciences
Computer Information Systems Technology
Computer Science
Computer Engineering
Engineering Physics
Engineering Technology
Manufacturing Engineering
Mechanical Engineering

College of Sciences

Biology
Biomedical Sciences
Chemistry
Environmental Sciences
Marine Biology
Mathematics
Physical Science
Physics

College of Liberal Arts

Anthropology
Applied Arts and Sciences
Communication Studies
Criminal Justice
Criminology and Criminal Justice
English
History
Mass Communication
Mexican American Studies

Multidisciplinary Studies
Philosophy
Political Science
Psychology
Social Studies Composite
Sociology
Spanish
Spanish Translation and Interpretation

College of Fine Arts

Art
Dance
Music
Performance
Theater

College of Health Affairs

Communication Sciences and Disorders
Rehabilitation Services
Exercise Science
Kinesiology
Biomedical Sciences

The list is for reference only;

UTRGV continues to offer new programs. Please contact the internship coordinator if you have any questions about available programs of study.

TSC Programs

Associate's Degree

Accounting Technology
Automotive Technology
Business Management and Technology
Computer-Aided Drafting Technology
Computer Information Systems
Computer Web Development
Heating, Ventilation, Air Conditioning and Cooling
Medical Office Management
Paralegal Studies
Administrative Management
Auto Body Repair Technology – Body Repair Specialist
Auto Body Repair Technology – Refinishing Specialist
Auto Mechanics Technology – Line Specialist
Auto Mechanics Technology – Parts Specialist
Auto Mechanics Technology – Repair Specialist
Residential Electrician
Computer Information Technology
Construction Technology
Medical Coding and Billing
Office Management

Certificate

Accounting Technology
Administrative Management
Auto Body Repair Technology
Auto Mechanics Technology
Child Care and Development
Computer Aided Drafting Technology
Computer Information Technology
Computer Information Technology
Computer Web Development
Construction Technology
Heating, Ventilation, Air Conditioning and Refrigeration
Legal Assisting
Medical Coding and Billing
Microsoft Certified Specialist
Office Management
Plumbing Solar Thermal Technology
Residential Electrician



All In Internship Program

Invoice

Invoice # _____

Date: _____

To:

For: Reimbursement of Internship Wages

Intern's Name and Pay Period	HOURS	REIMBURSEMENT	AMOUNT
		TOTAL	

Make all checks payable to:

Total due in 30 days.