

Program Introduction

Program Purpose

The Del Mar College Small Business Internship Program is a partnership between the City of Corpus Christi and Del Mar College. The program provides an opportunity for small businesses in Corpus Christi to grow with the assistance of trained and motivated Del Mar students to meet their specific business needs. It is a partnership with small business employers who can offer students productive and meaningful work assignments at a living wage and with a learning component related to their field of interest.

Program Overview

The primary goal of the Small Business Internship Program is to provide support to small businesses in Corpus Christi to encourage business growth, retention, economic development, and job creation.

Del Mar offers over 100 degrees and certificate options within 8 pathways ensuring we have a qualified student to meet your business needs! Pathways include:

- Architecture, Aviation and Automotive
- Business Administration and Entrepreneurship
- Communication, Fine Arts and Social Sciences
- Health Sciences
- Industrial Technology
- Kinesiology and Education
- Public Service
- STEM (Science, Technology, Engineering and Math)

Employer

There are numerous benefits for the employer who partners with the Del Mar College Small Business Internship Program. Our goal is to ensure that all internships are beneficial to the employer by providing access to bright, ambitious students to support their unique needs and help their business grow. Following are the benefits, provisions and expectations, eligibility requirements and how to apply for the program.

Benefits:

- Recruit quality students and develop a talent pipeline for permanent employees if desired
- Incorporate advanced industry trends
- Enjoy reduced costs associated with recruiting and training potential permanent employees
- Increase work production
- Take advantage of wage incentive (\$7.25/hour up to 19 hours a week) to hire ambitious, college trained, students
- Develop close business partnerships with Del Mar College

Provisions and Expectations:

- Signed Working Agreement for the Small Business Internship Program
- Perform their own due diligence on all applicants based on their own company policies and guidelines. Del Mar College does not perform background checks on interns working off campus
- Job description, job requirements and qualifications
- Interviews on campus, at the work site, by telephone, or video conference
- Schedule each intern up to 19 hours a week
- Orientation to the company office policies and procedures with intern
- Student paycheck at least the current minimum wage (\$7.25/hour) for 19 hours weekly
- Clear and measurable learning objectives at the beginning of each internship with assignments appropriate to the student's educational level
- Designate an individual to supervise the intern and serve as a liaison between Del Mar College and the employer
- Provide a safe work environment and related training if needed
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- Compliance with wage and hour laws outlined in the [Fair Labor Standards Act](#)
- Evaluation of intern's performance
- Adherence to all applicable employment laws and regulations
- Completion of the Intern Evaluation Form

Eligibility Requirements:

- Have 49 employees or less
- Be in Nueces County
- Be a for profit or nonprofit business
- Pay each intern at least \$7.25/hour

How to Apply

Small Businesses interested in obtaining an intern may contact the Small Business Internship Program at delmar.edu/sbip

Intern

There are numerous benefits for the student who partners with the Del Mar Small Business Internship Program. Our goal is to ensure that all internships are beneficial to the student by providing quality work experiences that provide opportunities to grow and learn as a professional and have real-world experience and reference to take with you upon graduation. Following are the benefits, provisions and expectations, eligibility requirements and how to apply for the program.

Benefits:

- Receive a real-world experience at a living wage (minimum \$14.50/hr; minimum \$7.25 employer contribution & \$7.25 Del Mar contribution up to 19 hrs/week)
- Gain experience
- Create a professional network
- Build a strong resume
- Secure references and recommendations for future employment
- potential for full-time employment following graduation

Provisions and Expectations:

- Signed Working Agreement for the Small Business Internship Program
- Up-to-date technical knowledge and skills
- Abide by the regulations and policies of the Internship Program and sponsoring employer
- Commit to one full semester of employment
- Work the prescribed number of hours during internship assignment
- In conjunction with the employer and/or liaison, establish well-defined learning objectives relative to course of study and/or career interest
- Immediately notify the Small Business Development Center of work issues or changes in responsibilities not in line with learning objectives. Notify employer should intern withdraw from the internship or Del Mar College
- Adherence to all applicable employment laws and regulations
- Compliance with company guidelines
- Evaluation of internship experience with the employer

Eligibility Requirements:

- must be currently enrolled at Del Mar College and in good academic standing
- Participation in orientation to the company office policies regarding overtime, timesheets, etc.
- Available to work up to 19 hours a week during internship period

How to Apply:

- Students interested in obtaining an internship may contact the Small Business Internship Program at delmar.edu/sbip

Del Mar College

Provisions and Expectations:

- Signed Working Agreement for the Small Business Internship Program
- Professional staff to assist with job readiness
- Provide a liaison between the student and the employer
- Make follow-up contacts with the employer regarding intern's progress
- \$7.25/hour match for 19 hours per week (paid directly to the intern by DMC bi-weekly payroll)
- Job listings for internship opportunities on DMC Student Job Bank
- Education of employer/application requirements
- Provide resume, cover letter and application assistance
- Mock interview training
- Pre screen of applicants if requested by employer
- Referrals
- Interview facilities for on-campus interviews

* In the event academic credit is provided, a faculty coordinator 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 Career Counselor may also visit the work site and monitor the intern's progress on the job.

**The SBIP strives to accommodate as many small business and intern partnerships as possible but reserves the right to limit the number of interns working at a business at one time, the number of semesters a student can participate in the program and any other accommodations necessary as resources and demand dictate.