33.99.08.C0.03 Student Internships

Revised: September 11, 2023
Next Scheduled Review: January 24, 2027
Revision History

Procedure Summary

Experiences through which students can apply their academic knowledge in work settings are a vital component of higher education. These experiences are widely labeled as "internships." Texas A&M University-Corpus Christi (TAMU-CC), in order to establish uniformity in the use and application of the term "internship," has developed criteria to identify workplace experiences that can be legitimately identified as internships. This procedure applies to all official TAMU-CC internships. The purpose of this procedure is to designate the Career and Professional Development Center (CPDC) as the office responsible for the oversight of student internships at TAMU-CC. This office has been tasked by the President's Cabinet with compiling and reporting all internships for the campus.

Definitions

Internship – An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internship Compensation – Internships in the "for-profit" private sector will most often be viewed as employment, unless the test relating to trainees is met. Interns in the "for-profit" private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. (Refer to Fair Labor Standards Act for clarification.)

Externship – An externship or job shadowing experience allows a student to spend between a day and several weeks observing a professional on the job. Externships are generally unpaid and do not offer course credit. They are intended to give students a short, real-life preview into their career.

Procedure

1. GENERAL

    1.1. This procedure applies to all student internship positions regardless of compensation where enrolled students participate in training viewed as an extension of the individual's educational experience, and where the university exercises oversight over the internship program and/or provides educational credit.

    1.2. All student internships, regardless of credit status, must be recorded in the CPDC. Respondents (e.g., faculty member of record) can forward self-generated reports to the CPDC Internship Coordinator or complete the online reporting form (see Appendix).

    1.3. Cooperative education provides students with multiple periods of work in which the work is related to the student's major or career goal. The typical program plan is for a student to alternate terms of full-time classroom study with terms of full-time, discipline-related employment. Since program participation involves multiple work terms, the typical participant will work three or four work terms, thus gaining a year or more of career-related work experience before graduation.

2. ELIGIBILITY

    2.1. Academic Credit basis: Eligibility to receive academic credit is determined by the academic unit (e.g., college, school) and/or program to which the student belongs.

    2.2. Non-Credit basis: Students who are in good standing are eligible for non-credit internships.

    2.3. Employers may have additional eligibility requirements.

3. CRITERIA

    3.1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform. This does not include volunteer or service-learning activities.

    3.2. The skills or knowledge learned must be transferable to other employment settings.

3.3. The experience has a defined beginning and end and a job description with desired qualifications and assigned responsibilities/duties.

3.4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.

3.5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.

3.6. There is routine feedback by the experienced supervisor.

3.7. There are resources, equipment, and facilities provided by the employer that support learning objectives/goals.

Related Statutes, Policies, or Requirements

U.S. Department of Labor, Wage and Hour Division, Internship Programs Under the Fair Labor Standards Act (Fact Sheet #71)
System Regulation *08.01.01, Civil Rights Compliance*
System Regulation *31.01.02, Fair Labor Standards Act*
System Regulation *32.01.02, Complaint and Appeal Process for Non-faculty Employees*
System Regulation *33.99.08, Student Employment*
University Rule *08.01.01.C1, Civil Rights Compliance*
University Procedure *32.01.02.C0.01, Complaint and Appeal Process for Non-Faculty Employees*
University Procedure *33.99.08.C0.01, Student Employment*
University Procedure *33.99.08.C0.02, Graduate Assistants*

Appendix

Career and Professional Development Center Internship Online Reporting Form

Contact Office

Contact for interpretation and clarification:	Career and Professional Development Center 361.825.2628