



DEL MAR COLLEGE
SMALL BUSINESS
INTERNSHIP PROGRAM



SMALL BUSINESS INTERNSHIP PROGRAM

www.delmar.edu/sbip 

internship@delmar.edu 



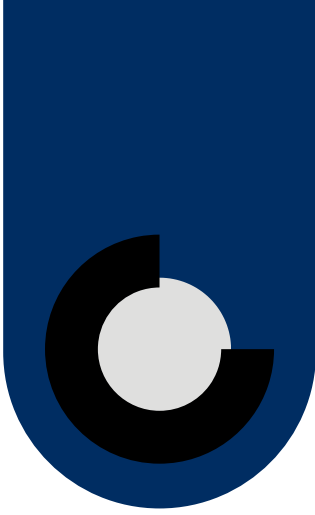


Table of **Contents**

- Program Overview
- Employer Information
- Business Benefits/Eligibility
- Student Information
- Intern Checklist

Program Overview



Program Purpose

The Del Mar College Small Business Internship Program is a collaborative initiative between the City of Corpus Christi and Del Mar College. This program aims to foster the growth of small businesses in Corpus Christi by providing them with access to skilled and motivated Del Mar students. These students are equipped to address specific business needs, thereby enhancing operational efficiency. The program partners with small business employers who can offer students valuable and meaningful work experiences at a living wage, with learning opportunities aligned with their fields of interest.

Program Overview

The primary goal of the Small Business Internship Program is to support small businesses in Corpus Christi. This support aims to stimulate business growth, retention, economic development, and job creation in the local community. Del Mar College offers over 100 degree and certificate options across eight pathways, ensuring we have qualified students to meet your business needs. Our 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)

For more information on the programs offered at Del Mar College, please visit delmar.edu/degrees/index.html.



Employer Information

Partnering with the Del Mar College Small Business Internship Program offers numerous advantages for employers. Our aim is to ensure that all internships provide value to employers by giving them access to talented and ambitious students who can support their specific needs and contribute to their business growth. Below, you will find information on the benefits, provisions, expectations, eligibility requirements, and application process for the program.

Business Benefits

- Recruit high-quality students and develop a talent pipeline for potential permanent employees.
- Incorporate advanced industry trends into your business operations.
- Reduce costs associated with recruiting and training potential permanent employees.
- Increase overall work production.
- Utilize a wage incentive (\$7.25/hour for up to 19 hours a week) to hire motivated, college-trained students.
- Establish close business partnerships with Del Mar College.

Provisions and Expectations

- Recruit high-quality students and develop a talent pipeline for potential permanent employees.
- Incorporate advanced industry trends into your business operations.
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Employer Eligibility

Eligibility Requirements

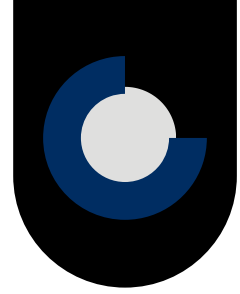
- Employ 49 or fewer employees
- Operate within Nueces County
- Be a for-profit business (Contact SBIP for non-profit business eligibility)
- Pay each intern a minimum of \$7.25 per hour



Provisions and Expectations

- Sign a Working Agreement for the Small Business Internship Program.
- Complete the mandatory End of Semester Survey (EOSS) at the end of each semester.
- Perform due diligence on all applicants based on company policies and guidelines, as Del Mar College does not conduct background checks on interns working off campus.
- Provide a detailed job description, job requirements, and qualifications.
- Conduct interviews on campus, at the work site, by telephone, or via video conference.
- Schedule each intern for up to 19 hours a week.
- Provide an orientation to the company's office policies and procedures for the intern.
- Ensure student paychecks meet at least the current minimum wage (\$7.25/hour) for 19 hours weekly.
- Establish 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 any necessary safety training.
- Comply with wage and hour laws as outlined in the Fair Labor Standards Act. <https://www.dol.gov/agencies/whd/flsa>
- Evaluate the intern's performance.
- Adhere to all applicable employment laws and regulations.
- Complete the Intern Evaluation Form.
- Inform SBIP staff of any changes in employment status, conduct, or issues related to SBIP interns.

Application and Matching



How to Apply

Visit delmar.edu/sbip and complete the business intake. Submit the “Business Intake” to start the review of business eligibility for participation in the internship program.



Matching Process

Once the Business Intake is submitted and program guidelines are reviewed, move forward to begin the matching process. We recommend the recruitment marketing for semester internships begin before each academic semester start date (See Del Mar College’s Academic Calendar at <https://www.delmar.edu/current-students/calendar.html> for semester start and end dates.).

To begin marketing your business internship opportunity, email internship@delmar.edu with the job title and a brief description. While our office works diligently to match student interns with small businesses in the area, we also suggest advertising the job opportunity on Handshake, a platform widely used by college students. It is free to join and has helpful tutorials available to better navigate the site.



Handshake Business Profile

Visit the website to create an account:

https://app.joinhandshake.com/loginschool_approval_token=YUdl4eQAj33FIIZSX-AwD_OiU1MUIWBFNUb51_j9HzurlxgYhZq8Gg

An email contact will be made to share potential internship matches with intern resume. Upon review, move to schedule an interview with intern candidate by making direct contact. Update our office as plans proceed. Send referrals from DMC students that match your business needs to our program by forwarding their full name and contact information, including phone number and email.

****If you have already hired a Del Mar College student at your job site and would like to enroll them in the Small Business Internship Program, please email internship@delmar.edu with the student's first and last name, email, and phone number. Additionally, have the student complete the Student Intake form at delmar.edu/sbip. ****



Student Information

There are many advantages for students who take part in the Del Mar Small Business Internship Program. Our goal is to ensure that all internships provide students with quality work experiences that foster professional growth and real-world experience, along with references to support their career journey post-graduation. Below are the benefits, provisions and expectations, eligibility requirements, and application process for the program.

Student Benefits

- Gain real-world experience at a living wage (minimum \$14.50/hr; \$7.25 employer contribution & \$7.25 Del Mar contribution, up to 19 hrs/week)
- Acquire valuable experience in your field.
- 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

- Sign a Working Agreement for the Small Business Internship Program.
- Maintain up-to-date technical knowledge and skills.
- Adhere to 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 the internship assignment.
- In conjunction with the employer and/or liaison, establish well-defined learning objectives related to your course of study and/or career interests.
- Immediately notify the Small Business Development Center of any work issues or changes in responsibilities not aligned with learning objectives. Notify the employer if you withdraw from the internship or Del Mar College.
- Adhere to all applicable employment laws and regulations.
- Comply with company guidelines.
- Participate in an evaluation of the internship experience with the employer.
- Complete Mandatory End of The Semester Survey (EOSS) at the end of each semester.
- Verify enrollment at Del Mar College in each participating semester.

Application and Matching



How to Apply

Visit delmar.edu/sbip and complete the student intake.

Submit the “Student Intake” to start the review of student eligibility for participation in the internship program.



Matching Process

Once a student has submitted their intake form, the Small Business Internship Program (SBIP) will review their resume and verify their enrollment. Upon verification, SBIP will start sharing open positions with the candidate. We also recommend that all intern candidates create an account on Handshake and apply for small business positions through the platform. Visit <https://joinhandshake.com/>

If SBIP does not have open positions in your field of study, we suggest networking with local small businesses to see if they are interested in hiring and participating in our program. The SBIP-SBDC GIS intern can generate a list of local businesses for you to contact.

******If you are a registered Del Mar student already working at a small business that is eligible for our program and would like to enroll, please email internship@delmar.edu with your first and last name, the business you are working with, and the business contact information. Additionally, complete the student and business intake forms. ******

Intern Checklist

Checklist:

1. Fill out intake form online
2. Verify enrollment
3. Send an up-to-date resume
4. Schedule an interview.
5. Job offer is made
6. SBIP application completion
7. Reference check (professional references only)
8. Complete DMC Welcome Packet
9. I-9 Documentation at HR
10. SBIP new hire Power Point
11. Working Agreement signed by student and business



Contact SBIP for assistance in fulfilling any of the check list requirements. All information submitted through DMC jobs should be up to date and current. DMC Jobs registration/hiring application must be 100% completed to be a registered SBIP placeable intern. Your placement and start date cannot formally begin until this process is completed.

It is crucial to note that any worked hours accrued prior to the fulfillment of all necessary hiring steps will not be compensated by Del Mar College. We appreciate your attention to this matter and understanding.

Expected Timeline

The hiring process for all Del Mar College employees, including interns, may take up to 14 days, depending on the efficiency with which all parties complete their respective responsibilities.