Getting Started

You are encouraged to visit our offices early in your academic experience to meet with a Counselor who will discuss your background, goals and interests, and explore internship opportunities with you. Your Counselor will serve as your point person and advisor throughout your years at Pace.

To help you get started, here is some helpful information:

Frequently Asked Questions [1]

Eligibility

- **Undergraduate Students**: Must be fully matriculated in a Bachelor degree program, maintain a grade point average of at least 2.5 and be a 2nd semester freshman or above.
- **Transfer Students**: Must be fully matriculated in a Bachelor degree program, maintain a grade point average of at least 2.5.
- **Graduate Students**: Must be fully matriculated in a graduate program, carry at least 6 credits and maintain a minimum grade point average of 3.0. Students working in a full-time (20 hours) Graduate Assistantship are ineligible to work in a Co-op position during the school year. Full-time summer employment is allowed. Students working in a part-time (10 hours) Graduate Assistantship may work in a Co-op position with permission from their Dean.
- **International Students**: Must meet with the International Student Advisor on their campus to review eligibility and INS regulations. Click here for International Student requirements [2]

Workshops and Seminars include resume writing and interviewing
(click here [3] for current workshop schedule)

Student Intern Responsibilities

As a student who wishes to participate in the Pace Cooperative Education Program, I will:

- Be punctual for all appointments with counselors and potential employers and immediately cancel or reschedule any appointment I am unable to keep
- Return all phone calls and messages from a Co-op/Career Services staff member or an employer within 24 hours
- Have my resume and cover letter approved by a career counselor before applying to any Co-op internships
- Honestly represent my experience, academic record/grades, or visa status on my resume or in communication with prospective employers
- Keep my counselor notified of any changes that may affect my position or eligibility for a Co-op placement
- Keep my Career Service profile updated (GPA, phone number, address, email, major, graduation date)
- Keep Career Services updated on my internship/job search progress

Once I have accepted an internship offer, I will be expected to:

- Notify my counselor within 24 hours of accepting an internship position via phone or email indicating the employer name, start date, position title, and salary
• Cancel any previously scheduled interviews once I have accepted a Co-op position—I understand that I am no longer eligible to begin another Co-op position until I fulfill this commitment
• Remain in the Co-op position for a minimum of 12 weeks during the fall/spring and 8 weeks during the summer terms or the initial length of commitment
• Inform Career Services if I find and accept an internship position via the Career Services Internship Listserv
• Request time off for exams or any other school-related projects well in advance with my supervisor. I will call in early if I must be absent or late for any reason
• Provide my employer with at least two weeks’ notice before ending the internship
• Inform the Co-op office when I leave the position
• I understand that if I am terminated by my internship employer or if I leave employment prior to my required commitment, my participation in the Career Services Internship Program may be jeopardized

**International Students:**

• I cannot accept or begin an internship opportunity without first informing Career Services and processing the required authorization paperwork

You will need an approved resume before gaining access to the Internship database (eRecruiting)

**Interviewing for Internships**

-- If selected for an interview, either the employer or a Career Services staff member will contact you.

-- If an employer calls, you **must** inform your counselor and respond to the employer immediately.

-- You **must** notify your counselor within 24 hours of accepting an internship and provide details.

**During Your Internship**

The Career Services staff is here to help make your experience a successful one. Counselors are available to counsel students throughout the internship assignment. Both students and employers are asked to complete a written evaluation form approx 6-8 weeks after they begin. Counselors visit many employer sites throughout the year.

**Making the Most of Your Internship** [4] - Career Services tips on how to maximize your internship experience.

**Transcript Notation**

Upon successful completion of the experience students will receive transcript notation if appropriate form signed by the employer is provided.

**Academic credit is NOT the same as transcript notation.** If students want academic credit, they will speak to their academic advisor about the internship for credit process **before they begin** their internship.

Samantha Egan, English Literature Major
Westchester Magazine

Samantha shares her tip for making the most out one's internship.