Frequently Asked Questions

**Do I have to accept an internship that is offered to me?**

No. If offered a position at the interview, we recommend that you thank the employer and ask if you may get back to him/her within 48 hours so you have time to consider everything carefully. If you have other interviews scheduled, you may ask the employer for a few days to make your decision. If you do not wish to accept an offer, you may decline and continue interviewing; however, once you accept a position offer, you must cancel all previously scheduled interviews and you may no longer apply for positions that semester.

**Can I earn credit for my internships experience?**

Students seeking credit should contact the chairperson of their academic department to determine policies and requirements.

**Are all internships paid?**

No. Some internships are paid. While some industries typically do not pay interns, but offer a small stipend or require that the student earn academic credit. Our program lists both paid and non-paid positions on our website.

**Will working in an internship affect my financial aid?**

Possibly. Your earnings may affect the amount of financial aid you receive since all wages are considered when your total package is awarded. Be sure to speak to a representative in the Financial Aid office.

**Are taxes deducted?**

All earnings are subject to all federal, state, and local taxes. International students should not have Social Security taxes withheld.

**What other compensation might I receive?**

Students are not eligible for unemployment benefits. Any other benefits are completely at the employer’s discretion. In some cases, students may earn credit for their work assignment with approval of their academic department. They also obtain transcript notation upon successful completion of their assignment.

**What if I am experiencing discrimination or sexual harassment on the job?**
You should speak to your counselor immediately. Our staff, in consultation with the University’s Affirmative Action Officer, will work with you and the employer to ensure that the matter is adequately investigated and resolved.

What if I need time off?

If you need time off for exams/personal reasons, ask your supervisor in advance. If you are ill, call in the morning, employers usually understand that you are a student and that your schoolwork is your first priority.

How do I terminate my internship?

If you have been in your internship less than the time required (Summer = a minimum of 8 weeks or Fall/Spring = a minimum of 12 weeks), you must discuss your situation with your Career Counselor. If you have completed your minimum commitment, then you should give your employer at least two weeks notice before your last day.

Source URL: http://www.pace.edu/career-services/frequently-asked-questions