PACE UNIVERSITY INTERNSHIP PROGRAM
Information for Employers

CAREER SERVICES INTERNSHIP PROGRAM
The Pace University Internship Program has been in existence for over 30 years and approximately 1,200 placements are made each year. Our Internship Program benefits students by providing them with meaningful pre-professional work experience and provides employers with capable, motivated students in a cost-effective manner. Participating students are enrolled in the Lubin School of Business, the Ivan G. Seidenberg School of Computer Science and Information Systems, the Dyson College of Arts & Science, School of Education and the School of Health Professions.

Students must maintain a satisfactory grade point average (2.5 or better), attend mandatory workshops, meet with their assigned counselor and sign a Student Responsibility Agreement outlining their responsibilities to the employer and the internship program. Students agree to remain in an internship position for the equivalent of one academic semester (spring, fall, summer). As an employer, you may choose to extend the internship for longer than the one semester commitment.

HOW TO POST INTERNSHIPS
Employers self-post their positions on our website (www.pace.edu/careers). Then, a staff member from the internship team will review your position and either approve it or outreach to you if more details are necessary. Due to the volume of internship requests, it may take 3-5 days for your position to be made live to our students! Once your position is live, one of our counselors will contact you via e-mail to notify you about this and follow-up with you within a month to inquire about placements or internship extensions.

EMPLOYER RESPONSIBILITIES
• To provide Pace students with a full orientation to policies and procedures within your company
• To define students' specific roles and responsibilities in your organization
• To offer training and supervision through the term of employment, discuss means of increasing productivity and evaluate job performance
• To provide all the necessary materials, technology and working space for interns. Interns cannot be working at a home/apartment or complete their work virtually
• To establish a competitive rate of compensation for students-if any
• To complete the student evaluation form sent by the career services office at the end of the student’s internship

COMPENSATION
Pace students usually work an average of 15-20 hours per week while school is in session, and full-time (up to 40 hours per week) during the summer and winter recess periods. The employer establishes competitive salaries. Customary payroll taxes must be withheld and students must be covered by the employer’s workers’ compensation policy. 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.

HIRING AN INTERNATIONAL STUDENT
International students may work part-time (up to 20 hours a week) during the school year and full-time during the summer and winter recess sessions. Once you have extended an offer to a Pace international student, it is his or her responsibility to inform their assigned career counselor and obtain all the necessary paperwork for their working visa. You do not have to do any paperwork. An endorsed I-20 working visa is the student's legal proof of employability and must be presented to you prior to employment. All taxes, except social security taxes, are deducted from the international student's wages. For additional information visit the Internal Revenue Service site concerning International Taxpayers.