The New York City Internship Program:
Global Perspectives on Business and Culture

INTERNSHIP PLACEMENT

An integral part of our academic program is the internship placement. New York City is full of wonderful career possibilities, and we strive to match students with internships that provide professional experience, personal satisfaction, and exposure to a specific industry. It is our objective to see that our students gain as complete an understanding of themselves, their potential careers, and the culture of New York City as is possible, and our internships are as important in this regard as our academic programming and cultural events. Our internship placement process involves multiple steps and requires hard work from us and from our enrolled students.

Our Philosophy of Internships and Work

We believe human beings have a unique capacity for productive and meaningful work, and that work can be a fulfilling, enriching, and dynamic experience. We believe that every person has a unique set of skills, abilities, values, and dreams that enables him or her to contribute to and interact with the world in a distinctive way.

Internships are one way for students to discover and explore their unique professional skills and abilities. They are an excellent way to interact with professionals, learn about jobs and career paths, and continue to refine a target career and job path. Internships may vary with regard to their requirements, responsibilities, and purpose. Our goal is to match students with appropriate opportunities depending on their skills and abilities. For some students this program will provide their first work experience and they may feel afraid, exhilarated, and confused at the prospect of an internship. Other students have already worked in professional environments, gained specific skills, and are ready for higher challenges. We recognize this because we view students as individuals. We will do whatever is necessary to help you compete for open internships.

Perhaps one of the most important benefits from an internship is exposure to a professional environment. An internship can be valuable regardless of what field or industry it is in if it helps a student identify his or her skills and moves one towards fulfilling professional goals. It is clear that in today’s world most people will change jobs, careers, and industries more frequently than ever before. In this environment especially, companies are looking for flexible workers who display a quick ability to learn new things, communicate, work with others, and take leadership. The students who develop these skills will be best suited to the challenges of the modern professional world, and will be most likely to reap its rewards.

Our Internship Placement Process

Our placements begin after a student has enrolled in the program. Due to the large number of inquiries we receive it is impossible for us to begin placement until after enrollment. Accepted students are asked to complete our Internship Placement Worksheet along with their enrollment materials. This form helps us find out about their skills, interests, and professional interests. Along with their resume we develop a picture of what that student is capable of and what type of internship position would be most appropriate.
2. **Review resume and interview skills, and improve as needed.**
A crucial step in our process is the examination of student’s resumes and phone interviewing skills. Our staff may make suggestions on how students can enhance their resume for the employer’s review. In addition, we may mail additional career development materials as needed.

3. **Investigate open internship opportunities, and match as appropriate.**
While we are helping students prepare their resumes and interview skills we begin identifying appropriate internship opportunities for that student. Again, these will vary from student to student based on their skills and prior work experience. To locate open internships we follow a hierarchy of corporate relationships. We have a list of employers that our students have worked with in the past and are constantly developing new partnerships. We will also contact new companies to investigate potential internship opportunities.

4. **Forward resume and recommendation to potential employer for review.**
After locating an available internship we forward the student’s resume to the employer for consideration with our recommendation.

5. **Interview with potential employer.**
We ask the employer to contact the student for a phone interview to follow-up. Students should be prepared for a phone interview and schedule a convenient time and place. We recommend a quiet location without distractions. A student should have his or her resume, a list of specific questions about the position, and pen and paper ready for the interview.

6. **Accept position or renew process.**
After the interview the company may offer the position to the student or ask for additional interviews, either on the phone or in person. In person interviews may take place in the first few days of program orientation. We will schedule multiple interviews for students in this situation. Students should not refuse an internship offer unless there are serious concerns or problems with the position or company. We recommend that students try to schedule additional phone interviews rather than wait for an in-person interview. If the company does not extend an offer, we continue the above steps until a student locates an appropriate internship.

It is important to understand that we cannot guarantee specific internships, as we have no control in a company’s decision to hire. Rather, we prepare students as best we can for the internships by mentoring them through the process both before they arrive and throughout the program. Internships are by nature a combination of introductory and challenging experiences, and we will do what we can to position our students for the best possible internship and experiences.

Need more information? Contact us at nyintern@pace.edu or call us at (866) 722-3692