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Public Service Corps **Frequently Asked Questions**

The Public Service Corps (PSC), a college internship program administered by the NYC Department of Citywide Administrative Services, is pleased to provide you with information about our program. Approximately 1,000 PSC interns, from colleges and universities in NYC and throughout the country, work at City agency sites each summer and academic year. We would like to invite your agency to participate along with the many already served by our program.

You may be wondering:

Who are PSC interns? PSC interns are undergraduate, graduate, and law students from a broad array of colleges and universities, with majors in all subject areas. All are looking for meaningful workplace experience to broaden their skill base.

How are PSC college interns compensated? The vast majority of PSC interns are students who receive Federal Work-Study Program funding, a form of financial aid. They are paid an hourly stipend (\$8.50 and \$12.50 on average for undergraduates and graduates, respectively) for their work. The stipend is typically comprised of 75% federal and 25% agency dollars. A limited number of interns work for college credit.

How long do PSC interns work at an agency? Federal Work-Study regulations and awards dictate the length of student internships. Students may work part-time during the academic year and full-time during the summer and intersession. Most academic year placements are two semesters in length.

How does an agency obtain PSC interns? Agencies who wish to have Public Service Corps interns are required to submit internship descriptions which outline the positions available. Agencies are also required to make a formal commitment as to their financial contribution, and are asked to submit payment for their interns on a quarterly basis.

How are interns assigned to an agency? Internship placement staff at the PSC meets with each applicant to discuss his/her preference and review the list of placement options. Interviews are then arranged at agencies. Approval by the agency and intern is obtained and an internship contract is signed.

Who is responsible for PSC interns at an agency? Each agency designates a coordinator as a point of communication between PSC and agency staff. Direct supervision is provided by a designated site supervisor.

These are the PSC basics. Please call us directly for any additional information at 212-669-3255. We will also be happy to meet with you at your office or ours. Our mission is to serve NYC and the students who will comprise our future workforce. We believe that working with your agency will help us to accomplish these goals.