

## PROVIDER GUIDELINES

New York City College of Technology's ("City Tech" or the "College") Professional Development Center ("PDC") offers career-based Internships that provide an educational strategy for students to connect their academic preparation with hands-on work experience. City Tech is committed to building partnerships with employer/sponsoring organizations to offer high quality experiences for our students. As an employer/sponsoring organization, you have access to talented undergraduate students and alumni.

In turn, your participation in the program demonstrates your interest and commitment to City Tech's educational goals and to the growth and development of the students as future professionals and community leaders.

City Tech has developed "Guidelines" outlining the mutual responsibilities of both the College and the employer/sponsoring organization. Please review the Department of Labor's Fair Labor Standards Act on Internship Programs.

**City Tech's PDC reserves the right to approve or deny an employer's profile and/or full-time, part-time and internship positions at its discretion.**

### Handshake

PDC's main way of connecting students with internship and employment opportunities is through Handshake, our online career platform.

Some reasons for the PDC declining employers may include, but not limited to:

- Insufficient company information available (i.e. name, phone, website, email)
- Employer did not agree to university-specific guidelines
- Trust score is too low
- Third party recruiter or staffing firm
- Employer requires up-front costs

PDC also encourages employers requesting approval through Handshake to review "How Can I Increase my Trust Score" at the link below.

<https://support.joinhandshake.com/hc/en-us/articles/115013360228>

PDC is ready to work with employers who meet the following criteria:

- Career pathways versus job placement (defined as commonly available/below entry level openings/positions/vacancies/jobs for which students can easily apply but which are not usually or necessarily related to their major [cashier, barista, driver, etc.]
- Prioritize by location of the employer/position (i.e. jobs offered in the tri-state area over jobs further away)
- Preference for direct postings from employers rather than third party, employment agencies, etc.

### Upfront Costs or Required Activities

City Tech will not post positions requiring students to pay special fees, purchase training materials, or participate in marketing.

### Accuracy of Job Description

Employers are responsible for ensuring that their job or internship description is an accurate description of the duties involved.

## **Internships**

Internships should involve work that is relevant to a student's academic experience. Internships should offer students the chance to learn by working in a setting where they are supervised by a professional, and have the opportunity to achieve their learning goals, without the responsibilities of being a full-time employee. Providers must make clear that Internships will not necessarily result in employment.

## **Safety**

Employers will offer students a safe and appropriate workspace and environment.

## **Non-Discrimination and Affirmative Action**

City Tech adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action. These include, among others, Executive Order 11246, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, NYS Education Law Article 129B, the New York State and New York City Human Rights Laws and any amendments to these laws.

Policies and procedures on non-discrimination, sexual misconduct, and affirmative action are publicly posted on the CUNY website.

CUNY's and the College's Policies:

<http://www2.cuny.edu/about/administration/offices/hr/policies-and-procedures/>

It is the policy of the College to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also the College's policy to provide reasonable accommodations to applicants, employees, students and other persons based on disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

The Professional Development Center will not post positions that do not adhere to all of these non-discriminatory laws, policies, and guidelines.

## **Harassment**

Employers will not engage in sexual harassment as prohibited by CUNY's and the College's Sexual Misconduct Policy. (See above link).

## **Payment of Wages**

Employers will pay wages to students as agreed upon and as stipulated by the New York State Department of Labor. <https://labor.ny.gov/workerprotection/laborstandards/workprot/lshmpg.shtm>

## **Workers' Compensation Insurance**

All employers are expected to provide Workers' Compensation Insurance for student interns throughout the duration of his/her internship as required by the New York State Department of Labor. Organizations with a 501c3 status are exempt from this law unless the student is performing manual labor.

Please feel free to contact the PDC by email at [pdc@citytech.cuny.edu](mailto:pdc@citytech.cuny.edu) or call 718-260-5050, if you have additional questions.