



College (Post-Secondary) Internships

Post-secondary internships provide an opportunity for students to gain practical experience in their field of study or in an industry of interest. Internships involve working in a professional setting under the guidance of experienced professionals with the goal of providing students with rewarding, real-world exposure to their chosen career field, or to help them further define their career goals. Internships enable students to explore potential career paths and to understand the day-to-day responsibilities of specific roles within an industry. These opportunities help students both to develop technical skills related to the field and to practice “soft” skill, or people skill, development such as communication, teamwork, and problem-solving.

In addition to enhancing a student’s employability and building a practical understanding of a particular field, internships can also significantly enrich the workforce. Here are some key advantages to an organization through internships:

Access to Fresh Perspectives and Ideas: College interns often bring new perspectives and innovative ideas to the workplace. They are typically well-versed in the latest academic theories and technologies relevant to their field of study which can lead to fresh insights and solutions.

Talent Pipeline Development: Internships allow hiring managers to nurture and evaluate potential future employees in a real-world setting. By the end of the internship, hiring managers have a clear sense of an intern’s capabilities and fit within the agency culture, which can streamline the recruitment process for entry-level positions.

Enhanced Employer Brand: Organizations that offer internships are often seen as contributors to education and community development which enhances brand image and awareness. Active internship programs signal that an organization invests in future talent and is committed to professional development, making the Commonwealth more attractive to potential talent.

Diversity & Mentorship: Interns come from varied educational, cultural, and social backgrounds, contributing to the diversity of the workplace. This diversity can enhance creativity, foster innovation, and improve problem-solving within teams. Additionally, existing employees can contribute to the diversity of experience by taking on mentorship roles when working with interns. This can enhance leadership skills and job satisfaction, while also promoting a culture of learning and development.

Commonly Used Intern Classifications

All internship opportunities should combine enriching work responsibilities that provide an opportunity for skill development and professional growth. Interns can be brought on board for short-term projects, during peak work periods, or seasonally.

Work responsibilities that provide enriching work experience may include conducting research for a new project, exploring solutions to streamline processes, procedures, or systems, creating and presenting material, attending meetings and networking opportunities, participating in brainstorming session, leading team meetings, analyzing data or feedback, etc.

It is important to incorporate responsibilities that allow a student to practice application of skills in a safe and engaging work environment. These skills may include communication and teamwork, time management, organization, initiative, adaptability/resilience, independent work, problem-solving and decision-making, inquisitiveness, interpersonal, self-motivation, receptiveness and coachability, ability to plan and prioritize, critical thinking, creativity, integrity, etc. Interns should receive regular, consistent, and ongoing feedback on these skills throughout the course of their internship experience.

Commonwealth Public Service Intern (CPSI)

This is an intern-to-hire classification where students receive increasingly responsible work experiences that apply generally accepted core principles in the field. Upon successful completion, an intern will be reclassified into a structured trainee program or a working-level Civil Service job title. Agencies must identify trainee or working-level job when requesting to post the CPSI. This is a decentralized classification.

Service Type:	Civil Service
Job Code:	08001
Pay:	ST02-07
METs:	Full-time enrollment in accredited undergraduate or higher degree program. A student with a minimum of 30 credits can apply. However, the student must anticipate completion of 60 credits by the time of hire to qualify. An unofficial transcript is required at time of application to verify credits and degree.
Duration:	Six (6) months (approx. 975 hours) concurrent or intermittent; must be completed up to six (6) months after date of graduation.

Government Services Intern (GSI)

This intern classification is designed to provide college-level students with paraprofessional work experience in a non-STEM (Scientific, Technical, Engineering, Mathematics) field. This may include such areas as accounting and finance, art, business and public administration, communications, criminal justice, economics, education, social sciences, etc. This is a decentralized classification.

Service Type: Unclassified
Job Code: U2700
Pay: ST01-10
METs: Enrollment in a non-STEM post-secondary program.
Duration: Can be used concurrently or intermittently during the student's enrollment, up to six (6) months beyond graduation.

Scientific & Technical Intern (STI)

This intern classification may be used for technical duties that require adequate knowledge of scientific and technical fields such as computer or information science, environmental sciences, health sciences, applied mathematics, statistics, etc. This is a decentralized classification.

Service Type: Unclassified
Job Code: U2710
Pay: ST01-10
METs: Enrollment in a post-secondary program in a technical or scientific field.
Duration: Can be used concurrently or intermittently during the student's enrollment, up to six (6) months beyond graduation.

Engineering Intern (EI)

This intern classification is designed to provide experience to students in an engineering major. Acceptable engineering fields are defined in the [Engineer, Land Surveyor and Geologist Registration Law](#). This is a decentralized classification.

Service Type: Unclassified
Job Code: U2709
Pay: ST02-14 (if less than 90 credits) or ST02-16 (if 90 credits or more)
METs: Enrollment in a post-secondary program in an engineering field (see above link for qualifying fields).
Duration: Can be used concurrently or intermittently during the student's enrollment, up to six (6) months beyond graduation.

Office of Vocational Rehabilitation (OVR) Intern

This program is designed to provide students with disabilities, who are customers of OVR, invaluable work experience within a Commonwealth agency. Students will also participate in OA-sponsored professional development and networking opportunities throughout the program. This is a centralized internship program. All hires and placements are coordinated by the Office of Administration (OA) in partnership with OVR.

Service Type: Unclassified
Job Code: U2702
Pay: ST01-10
METs: Enrollment in any post-secondary program.
Duration: This is a ten-week long summer program that runs from early June to mid-August.

In addition to the commonly used internship titles referenced previously, other Commonwealth internship titles include:

Finnegan Student Intern

This program is coordinated by the Office of Administration and the Finnegan Foundation which collectively seek to provide practical training in government, coupled with internship opportunities to students who are interested in a career in public service. This is a centralized program that runs from May through August/September. This is a centralized internship program. All hires and placements are coordinated by the Office of Administration (OA).

Service Type: Unclassified
Job Code: U2711
Pay: ST03-01
METs: Undergraduates attending an accredited PA college or university, and PA residents attending out-of-state school who have completed at least one semester.
Applications must be sent directly to the Foundation.

Clinical Psychology Intern

This is professional work of a training nature in the field of psychology in State institutions and clinics.

Service Type: Non-Civil Service
Job Code: 43090
Pay: ST03-01
METs: Such training as may have been gained through graduation from an accredited four-year college or university, and current enrollment in an accredited graduate school leading to doctorate degree in psychology; or equivalency.

Vocational Rehabilitation Counselor Intern

This is a structured training program performing entry-level specialized professional work in the field of vocational rehabilitation of persons with disabilities.

Service Type: Civil Service
Job Code: 44825
Pay: ST05-01
METs: Current enrollment in the final year of a master's degree program in vocational rehabilitation counseling, rehabilitation education, or rehabilitation administration. Authorization by school required. Student must be enrolled in final semester of master's degree program.

Orientation and Mobility Intern

This is a structured training program performing entry-level specialized professional work in providing orientation and mobility services to persons who are blind or visually impaired.

Service Type: Civil Service
Job Code: 44925
Pay: ST05-01
METs: Current enrollment in the final year of an accredited college or university bachelor's or master's degree program or certificate program in orientation and mobility. Authorization by school required.

Legal Intern

Only legal offices can utilize this internship.

Service Type: Unclassified
Job Code: U2720
Pay: ST05-01
METs: N/A

Governor's Office Intern

Only the Governor's Office can utilize this internship.

Service Type: Unclassified
Job Code: U2715
Pay: XH-98
METs: N/A

For more information on college internships, please contact your HR office or the OA, Work-Based Learning Division at RA-OAEntryPrograms@pa.gov.