Rutgers Business School Co-op & Internship Summary

CO-OP CONTRACT

RUTGERS BUSINESS SCHOOL CO-OP Guidelines/ Pre-Requisites

1.) Requires a minimum GPA of **3.0**
2.) **6 credits** (3 elective credits toward major and 3 credits toward graduation requirements)
3.) Completion of 30 credits; 12 at Rutgers if a transfer
4.) Complete a minimum of **35 hours/week in 6 months**
5.) Pre-requisites for the program include Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301, unless permission is granted by employer to proceed
6.) Register for an additional 6 or 9 credits to maintain full-time status

Deadlines

1.) **Fall** (June-Dec.) co-op application materials are due May 15th (tentative)
2.) **Fall** co-op students must submit paper, weekly diary and learning outcomes no later than Wednesday, December 3rd
3.) **Spring** co-op application materials are due no later than Friday, January 9th (tentative)
4.) **Spring** co-op students must submit paper, weekly diary and learning outcomes no later than Friday, April 24th

Requirements

1.) Attend Co-op Orientation
2.) Complete Co-op Contract and submit to Cheryl Egan, Hill Hall 309 and Megan Bauer Engelhard Hall 101H
3.) Register for co-op with special permission number
4.) Schedule to meet with Career Management Specialist twice (2) during the semester to discuss Learning Objective status
5.) Keep a weekly journal; write a 7-10 page paper
6.) Review monthly Journal Articles with Career Management Specialist
7.) Submit weekly diary, learning outcomes, timesheet and paper by deadline
8.) Have employer complete Mid Semester and Final Evaluation Forms by deadlines

Paper Requirements

1.) Describe the job, the employing agency/business, and the nature of the environment
2.) Analyze your learning outcomes
3.) Identify areas for development
4.) Summarize the pros and cons of the co-op experience, including ways that course studies relate to the work

INTERNSHIP CONTRACT

RUTGERS BUSINESS SCHOOL INTERNSHIP Guidelines/ Pre-Requisites

1.) Requires a minimum GPA of **2.75**
2.) Completion of 30 credits; 12 at Rutgers if a transfer
3.) Complete a minimum of **350 hours** in 15 weeks for **3 major elective credits, 117 hours for 1 credit and 234 hours for 2 credits** in 15 weeks
4.) Register for at least 9 additional credits to maintain full-time student status
5.) Pre-requisites for the program include Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301, unless permission is granted by employer

Deadlines

1.) **Fall** interns must submit all application materials no later than Friday, September 5th
2.) **Fall** interns must submit paper and employer evaluations by Wednesday, December 3rd
3.) **Spring** interns must submit all application materials no later than January 23rd
4.) **Spring** interns must submit paper and employer evaluations by Friday, April 24th
5.) **Summer** interns must submit application materials by May 29th
6.) **Summer** interns must submit paper and employer evaluations by July 30th

Requirements

1.) Attend Internship Orientation and complete Learning Contract
2.) Complete Internship Contract and submit to Cheryl Egan in the Career Development Center for assignment approval; Get RBS final approval from Megan Bauer. Attain Special Permission number
3.) Register for the internship with special permission number
4.) Complete a final reflection paper and submit timesheet at the conclusion of the assignment.
5.) Have employer complete final evaluation forms
6.) Complete student evaluation form

Paper Requirements

1.) Description of the job, the employing agency/business, and the nature of the environment
2.) Discussion of unanticipated learning experiences
3.) Identification areas for development
4.) Summarize the pros and cons of the internship experience, including ways that course studies relate to the work and the impact of the experience on career choice
RUTGERS BUSINESS SCHOOL: UNDERGRADUATE – NEWARK
CO-OP CONTRACT

Co-op Guidelines

All undergraduate students at the Rutgers Business School: Undergraduate – Newark (RBS - Newark) are eligible to register for Co-op credit under the specific Co-op courses established by the Accounting, Finance, Management, MIS or Marketing departments. Co-op’s approved for 6 academic credits will count as an “elective” toward fulfillment of major and graduation requirements. The purpose of the Co-op experience is to afford students an opportunity to translate their academic training into real world practice, and to gain an overall perspective of how their chosen major operates in business organizations. Students may NOT use existing full-time or part-time employment as a Co-op.

Co-op Conditions

Co-op education is a formal program in which students are placed in a work setting full time in their area of study. Co-op education can sometimes extend your college graduation. Therefore, RBS - Newark requires a written agreement from the firm describing the Co-op’s duties and responsibilities. These duties and responsibilities are expected to involve the application of knowledge and skills that students have acquired in their formal academic studies. To protect the integrity of our program, students may not receive Co-op credit for normal duties performed in pre-existing employment or family owned businesses.

Co-op education requires the student to attend mandatory meetings with the Career Management Specialist in order to earn academic credit. The program is intended to be flexible and individualized in order to help you establish readiness for learning, identify job related information and specify requirements and deadlines you must meet.

Co-op’s may be paid or unpaid, but they must involve working 35 hours/week over 6 months in order to earn 6 elective credits. The Co-op will take place during the Fall or Spring semesters only, for a total of 6 months/30 weeks from either June to December or January through June.

Students must have completed 30 credits (12 credits completed if transfer student) and enrolled in RBS – Newark with a minimum cumulative GPA of 3.0 or higher. Pre-requisites for this program include: Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301.

Students can only register for a Co-op during the Fall or Spring semester he or she will be doing the work.

A student must register for an additional 6 credits to be considered a fulltime student. However, students are not permitted to register for more than 9 additional credits in the semester that he or she will receive 6 elective credits for the Co-op.

The student agrees to have his or her employer’s evaluation reviewed by the Dean of RBS-Newark, the RBS – Newark Career Management Specialist and the designated Career Development Center staff person(s).
Co-op Process

Students should begin this process a semester before they plan to begin the Co-op in order to ensure proper approval and to avoid delays. For example, if you want to take part in the Spring Co-op you should begin applying for a Co-op in September.

**Step 1:** The student is responsible for attending a Co-op Orientation with the RBS – Career Management Specialist.

**Step 2:** Once a student has been through the interview and has been selected for the Co-op, the student and the employer at the organization should complete pages C-1 and C-2 of the “Co-op Contract”. The employer is responsible for supervising the duties and the responsibilities of the cooperative and assuring that the general terms of the agreement are met. The employer and the student must also sign page C-3 of the “Co-op Contract”. The student is also responsible for completing the Learning Agreement.

**Step 3:** Students must report to the RBS – Career Management Specialist (CMS), Engelhard Hall 101H with pages C-1, C-2 and C-3 of the “Co-op Contract”. The CMS will evaluate this material, and indicate approval by signing on page C-3. The CMS will coordinate with the student to ensure formal registration for the appropriate semester. The CMS must indicate approval of the internship by signing on page C-3 of the “Co-op Contract”. Upon approval of the Co-op by the CMS the Co-op Contract will require approval and employer verification from Cheryl Egan or Thomas Hopkins of the Career Development Center, Hill Hall 112.

**Step 4:** Students who have been approved will then establish his or her Learning Expectations with the RBS – Career Management Specialist. Students are required to meet with the Career Management Specialist twice during the semester to discuss his or her Learning Outcomes. Learning Expectations and Outcomes will be submitted at the end of the semester.

**Step 5:** The student must maintain a weekly diary of his or her activities to be submitted at the end of the semester, and at the end of the term use the diary to write a paper (no less than 7 pages and no more than 10 pages) summarizing the experience and its relation to courses taken at RBS - Newark. The employer approved timesheet must also be submitted by this deadline.

**Step 6:** At the end of the semester, the employer must complete pages E-1 and E-2, the “Co-op Evaluation Form”, and return it to RBS.

**Step 7:** Students are contacted via e-mail regarding the deadline submission of the final paper and evaluation form. The RBS – Career Management Specialist will grade the Co-op based on the final paper, learning outcomes, and the employer’s evaluation. Final papers submitted after the deadline date will be penalized.

**Questions should be directed to:**

RBS: Megan Bauer, Career Management Specialist, RBS - Newark
Engelhard Hall, Room 101H
(973) 353-1012
E-mail address: mbauer@business.rutgers.edu

Sharon Lydon, Dean, RBS, Undergraduate Program – Newark
Engelhard Hall, Room 111
(973) 353-5737
E-mail address: slydon@newark.rutgers.edu

CDC: Thomas J. Hopkins, Assistant Dean / Director, Career Development Center
Cheryl A. Egan, Internship Coordinator, Career Development Center
Hill Hall, Room 112
(973) 353-5311
E-mail address: thopkins@newark.rutgers.edu or cegan@newark.rutgers.edu
Rutgers Business School – Newark
Co-op Contract

Co-op Contract
(To Be Completed By The Student)

Application Information

Last Name: __________________________
First Name: _______________________
MI: _______________________________

Student ID #: _______________________
Preferred E-Mail: ___________________

Home Phone: _______________________
Cell Phone: ________________________

Campus Address: ___________________
Permanent Address: ________________

☐ Co-op:
6 months/30 weeks: ☐ Spring (January - June) OR ☐ Fall (June - December)

Major: ______________________________
Cumulative GPA: ___________________
Total Credits Earned: _______________

Minor: ______________________________
Major GPA: ________________________
Completed Pre-Requisites: ☐ Yes ☐ No
(Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301)

Current Class Year
☐ Sophomore
☐ Junior
☐ Senior

Citizenship
☐ U.S. Citizen
☐ Permanent Resident
☐ F-1 Visa

Employer Name: _______________________
Address: ______________________________________

Supervisor Name: _______________________
Title: _______________________________________

Phone #: ________________________________
E-Mail Address: ___________________________

Anticipated Start Date: ____________________
Anticipated End Date: _____________________

Hours per Week: _________________________
Total Hours: _____________________________

Position Title: ____________________________
Brief Job Description of Co-op:
__________________________________________________________________________________

All students are required to complete the Student Learning Agreement and the Co-op Contract. I acknowledge that I have read, understand, and accept the requirements of the Rutgers Business School Co-op Program.

Student Signature: ___________________________ Date: ___________________________
1. Prior to the start date indicated on page “C-1”, was the intern previously employed with your firm/organization? If yes, in what capacity?

2. Was this internship/cooperative listed with the Rutgers-Newark Career Development Center? If not, is your firm/organization interested in posting internship/employment opportunities with the Rutgers-Newark Career Development Center?

3. What is the nature and extent of the internship/cooperative responsibilities? Please include specific tasks by criterion and assign percentages (%) to each.

4. Will the intern complete a comprehensive training program? If so, please describe in detail the training program.

5. What are the dates and hours during which the work will be performed?

6. What specific results are expected of the intern?

7. What professional and other skills do you expect the intern to develop?

8. What professional contacts will be available to the intern?
APPROVALS

The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed Co-op experience and accept the 7 conditions listed in the Co-op Process.

________________________________________________________________________
Intern Supervisor/Human Resource Representative                     Date
________________________________________________________________________
Student                                                              Date

The signatures below are required before the student will be permitted to register for the relevant Co-op course and further indicate that the Co-op has been approved.

________________________________________________________________________
Cheryl Egan or Thomas Hopkins (CDC)                                   Date
________________________________________________________________________
Megan Bauer or Sharon Lydon (RBS – Newark)                            Date

COMMENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Rutgers Business School: Undergraduate – Newark

CO-OP EVALUATION FORM

TO BE COMPLETED BY THE CO-OP EMPLOYER / SPONSOR

Student’s Name: ________________________________________________

Sponsoring Agency and Department Assignment: _________________________

Beginning Date: ___________ Ending Date: ________ Total Hours: _________

** Please check the response that best reflects the individual’s performance. Please use the General Comments section on the second page of this form to provide suggestions for the individual’s career development and any other explanations you believe useful for an overall performance evaluation. To ensure candid evaluations, the student Co-op will not be shown the comments on this form unless permission is granted by the employer/sponsor.

- Relations with others
  - Works exceptionally well with others
  - Works well with others
  - Gets along satisfactorily with others
  - Has some difficulty working with others
  - Works poorly with others

- Quality of Work
  - Excellent
  - Above Average
  - Average
  - Below Average
  - Poor

- Judgment
  - Excellent in making decisions
  - Above average in making decisions
  - Usually makes the right decision
  - Often uses poor judgment
  - Consistently uses poor judgment

- Dependability
  - Excellent
  - Above Average
  - Average
  - Below Average
  - Poor

- Ability to Learn
  - Learns very quickly
  - Learns quickly
  - Average in learning
  - Slow to learn
  - Very slow to learn

- Attitude
  - Extremely interested and independent
  - Very interested and independent
  - Average interest and independence
  - Below average interest and independence
  - Definitely not interested and independent

- Technical Disciplinary Skills
  - Excellent
  - Above Average
  - Average
  - Below Average
  - Poor

- Professional Appearance and Behavior
  - Excellent
  - Above Average
  - Average
  - Below Average
  - Poor

- Attendance
  - Regular
  - Irregular

- Punctuality
  - Regular
  - Irregular

- Overall Performance
  - Excellent
  - Above Average
  - Average
  - Below Average
  - Poor
Comment on the student’s performance. Would this individual be considered for a permanent position?

☐ Permission granted by the undersigned to share this evaluation with the intern

Co-op Supervisor’s Name and Title: _______________________________________________________

Signature: _______________________________ Date: _________________________________

Address: __________________________________________________________________________

Phone: __________________ Fax: _______________________________________________________

E-mail: ____________________________________________________________________________

Please mail or fax the completed evaluation to:

Attn: Megan Bauer
Rutgers Business School:
Undergraduate - Newark
190 University Avenue
Engelhard Hall, Room 101H
Newark, NJ 07102-1813
Fax: 973/353-5782
NAME: ___________________________     STUDENT ID: ___________________________

COURSE NAME/NUMBER: _____________________________________________________________

CURRENT ADDRESS: ___________________________________________   PHONE: ____________

E-MAIL: ___________________________________________________________

EMPLOYER SITE: ___________________________________________________________

POSITION TITLE: _______________   SITE SUPERVISOR: ________________________________

SITE ADDRESS: ___________________________________________   PHONE: _______________

FAX: ___________________________   E-MAIL: ___________________________

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FINAL HOURS

COMMENTS:
____________________________________________________________________________________
____________________________________________________________________________________
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SIGNATURE OF EMPLOYER: _____________________________________________________________

SIGNATURE OF STUDENT: _____________________________________________________________
2008 – 2009 CO-OP Facts

Co-op Deadlines

FALL CO-OP
1.) Fall Co-op students must complete contract and submit learning objectives no later than May 15th.
2.) Fall Co-op students must submit paper, weekly diary and learning outcomes by December 3rd.

SPRING CO-OP
5.) Spring Co-op students must complete contract and submit learning objectives no later than January 9th.
6.) Spring Co-op students must submit paper, weekly diary and learning outcomes by April 24th.

Co-op Requirements

9.) Attend Co-op Orientation and complete Student Learning Agreement
10.) Sign and have employer sign Co-op Contract
11.) Complete Learning Contract
12.) Schedule to meet with Career Management Specialist twice (2) during the semester to discuss Learning Objective status.
13.) Keep a weekly diary, and use to write a 7-10 page paper that will be submitted at the conclusion of the semester.
14.) Review monthly Journal Article with Career Management Specialist and submit brief summary
15.) Submit weekly diary, learning outcomes and paper by deadline.

Paper Requirements

5.) Describe the Co-op experience and how it relates to the courses you have taken.
6.) Provide details relating to the learning experience and the learning outcomes related to these experiences.
   a. Business
      i. Understanding Policy and Procedures related to job function
      ii. Meeting Deadlines and Prioritizing Time
      iii. Decision making process
   b. Technical
   c. Leadership
   d. Interaction
   e. Environment
7.) Determine whether the experience has affected your career choice. Factors include:
   a. Industry
   b. Job Function
   c. Environment
      i. People
      ii. Pace
      iii. Hours of Operation
   d. Salary
8.) Ponder whether or not you would work for the Department/Company after graduation and discuss why or why not.