

## **Rutgers Business School**

### **Co-op Guidelines/ Pre-Requisites**

- Requires a minimum GPA of **3.0**
- **6 credits** (3 elective credits toward major and 3 credits toward graduation requirements)
- Completion of 30 credits; 12 at Rutgers if a transfer
- Complete a minimum of **35 hours/week** in **6 months**
- 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
- Register for an additional 6 or 9 credits to maintain full-time status

#### **Deadlines**

- **Fall** (June-Dec.) co-op application materials are due May 14<sup>th</sup> (tentative)
- **Fall** co-op students must submit paper, weekly diary and learning outcomes no later than December 11<sup>th</sup>
- **Spring** co-op application materials are due no later than January 8<sup>th</sup> (tentative)
- **Spring** co-op students must submit paper, weekly diary and learning outcomes no later than April 23<sup>rd</sup>

#### **Requirements**

- Attend Co-op Orientation
- Complete Co-op Contract and submit to Cheryl Egan, Hill Hall 309 and Megan Roesch 1 Washington Park, Room 340
- Register for co-op with special permission number
- Schedule to meet with Career Management Specialist twice (**2**) during the semester to discuss Learning Objective status
- Keep a weekly journal; write a 7-10 page paper
- Review monthly Journal Articles with Career Management Specialist
- Submit timesheet and paper by deadline
- Have employer complete Mid Semester and Final Evaluation Forms by deadlines

#### **Paper Requirements**

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

## **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), 1 Washington Park, Room 340 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 Roesch, Career Management Specialist, RBS - Newark  
1 Washington Park, Room 340  
(973) 353-5122  
E-mail address: [mroesch@business.rutgers.edu](mailto:mroesch@business.rutgers.edu)

Beth Crotty, Dean, RBS, Undergraduate Program – Newark  
1 Washington Park, Room 334  
(973) 353-5737  
E-mail address: [bcrotty@business.rutgers.edu](mailto:bcrotty@business.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](mailto:thopkins@newark.rutgers.edu) or [cegan@newark.rutgers.edu](mailto:cegan@newark.rutgers.edu)

# Co-op Contract

<b>Co-op Contract</b> <i>(To Be Completed By The Student)</i>	
<b>Application Information</b>	
Last Name:	First Name <span style="float: right;">MI:</span>
Student ID #:	Preferred E-Mail:
Home Phone:	Cell Phone:
Campus Address:	Permanent Address:
<input type="checkbox"/> Co-op: <b>6 months/30 weeks:</b> <input type="checkbox"/> Spring (January - June) OR <input type="checkbox"/> Fall (June - December)	
<b>Major:</b>	<b>Minor:</b>
<b>Cumulative GPA:</b>	<b>Major GPA:</b>
<b>Total Credits Earned:</b>	<b>Completed Pre-Requisites:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301)
<b>Current Class Year</b>	<b>Citizenship</b>
<input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> F-1 Visa
<b>Work Assignment</b>	
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: _____	
_____	
<i>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.</i>	
Student Signature: _____ Date: _____	

**TO BE COMPLETED BY THE CO-OP EMPLOYER / SPONSOR:**  
 (Please attach additional pages as needed)

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 Roesch or Beth Crotty (RBS – Newark)

Date \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

<p style="text-align: center;"><b>Relations with others</b></p> <input type="checkbox"/> Works exceptionally well with other <input type="checkbox"/> Works well with others <input type="checkbox"/> Gets along satisfactorily with others <input type="checkbox"/> Has some difficulty working with others <input type="checkbox"/> Works poorly with others	<p style="text-align: center;"><b>Quality of Work</b></p> <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor
<p style="text-align: center;"><b>Judgment</b></p> <input type="checkbox"/> Excellent in making decisions <input type="checkbox"/> Above average in making decisions <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses poor judgment	<p style="text-align: center;"><b>Dependability</b></p> <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor
<p style="text-align: center;"><b>Ability to Learn</b></p> <input type="checkbox"/> Learns very quickly <input type="checkbox"/> Learns quickly <input type="checkbox"/> Average in learning <input type="checkbox"/> Slow to learn <input type="checkbox"/> Very slow to learn	<p style="text-align: center;"><b>Attitude</b></p> <input type="checkbox"/> Extremely interested and independent <input type="checkbox"/> Very interested and independent <input type="checkbox"/> Average interest and independence <input type="checkbox"/> Below average interest and independence <input type="checkbox"/> Definitely not interested and independent
<p style="text-align: center;"><b>Technical Disciplinary Skills</b></p> <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor	<p style="text-align: center;"><b>Professional Appearance and Behavior</b></p> <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor
<p style="text-align: center;"><b>Attendance</b></p> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular	<p style="text-align: center;"><b>Punctuality</b></p> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular
<p><b>Overall Performance</b></p> <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor	

General Comments: (Explanations and "feedback" for the student's career development).

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 Roesch  
Rutgers Business School:  
Undergraduate - Newark  
1 Washington Park - Room 340  
Newark, NJ 07102-1813  
Fax: 973/353-5782

# Student Time Sheet

1 Washington Park – Room 340, Newark, NJ 07102 • 973-353-5122

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

COURSE NAME/NUMBER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_



## **FALL CO-OP**

- 1.) Fall Co-op students must complete contract and submit learning objectives no later than May 14<sup>th</sup>.
- 2.) Fall Co-op students must submit paper, weekly diary and learning outcomes by December 11<sup>th</sup>.

## **SPRING CO-OP**

- 1.) Spring Co-op students must complete contract and submit learning objectives no later than January 8<sup>th</sup>.
- 2.) Spring Co-op students must submit paper, weekly diary and learning outcomes by April 23<sup>rd</sup>.

## **Co-op Requirements**

- 1.) Attend Co-op Orientation and complete Student Learning Agreement
- 2.) Sign and have employer sign Co-op Contract
- 3.) Complete Learning Contract
- 4.) Schedule to meet with Career Management Specialist twice (2) during the semester to discuss Learning Objective status.
- 5.) Keep a weekly diary, and use to write a 7-10 page paper that will be submitted at the conclusion of the semester.
- 6.) Review monthly Journal Article with Career Management Specialist and submit brief summary
- 7.) Submit evaluation, time-sheet and paper by deadline.

## **Paper Requirements**

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