

RUTGERS BUSINESS SCHOOL INTERNSHIP

Guidelines/ Pre-Requisites

- Requires a minimum GPA of **2.75**
- Completion of 30 credits; 12 at Rutgers if a transfer
- 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
- Register for at least 9 additional credits to maintain full-time student status
- 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

- **Fall** interns must submit application materials by September 11th
- **Fall** interns must submit paper and employer evaluations by December 11th
- **Spring** interns must submit all application materials no later than January 22nd
- **Spring** interns must submit paper and employer evaluations by April 23rd
- **Summer** interns must submit application materials by May 29th
- **Summer** interns must submit paper and employer evaluations by August 13th

Requirements

- Attend Internship Orientation and complete Learning Agreement
- Complete Internship Contract and submit to **Cheryl Egan** in the **Career Development Center** for assignment approval; Get RBS final approval from **Megan Roesch**. Attain Special Permission number
- Register for the internship with special permission number
- Complete a final reflection paper and submit timesheet at the conclusion of the assignment.
- Have employer complete final evaluation forms

Paper Requirements

- Description of the job, the employing agency/business, and the nature of the environment
- Discussion of unanticipated learning experiences
- Identification areas for development
- 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 INTERNSHIP CONTRACT

Internship Guidelines

All undergraduate students at the Rutgers Business School: Undergraduate – Newark (RBS - Newark) are eligible to register for internship credit under the specific internship courses established by the Accounting, Finance, Management, Marketing or Management Information Systems departments. Internships approved for three academic credits will count as an “elective” toward fulfillment of major requirements. The purpose of the internship 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 an internship.**

Internship Conditions

1. Internships are not merely part-time jobs. Rather, RBS - Newark requires a written agreement from the firm describing the intern’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. Therefore to protect the integrity of our program, students may not receive internship credit for normal duties performed in pre-existing employment or family owned businesses.
2. Internships may be paid or unpaid, but they must involve at least 350 hours in order to earn three credits. Internships may also be taken for one credit (117 hours) or two credits (234 hours). Internships will comprise one semester.
3. Students must be sophomore, juniors or seniors enrolled in RBS - Newark with a **minimum cumulative GPA of 2.75** or higher and must have **completed** the following pre-requisites: Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301; MIS, 623:220
4. A student can only register for an internship during the semester that he or she will be doing the work. That is, a student must: register in the fall for fall work; register in the spring for spring work, and register in the summer for work in the summer.

Please be advised that fall and spring internships are part of your fall or spring tuition load but summer internships must be paid separately during the summer semester.
5. **Registration for the internships must meet the deadlines outlined in the schedule of classes. Students are not permitted to register for an internship beyond the add/drop period.**
6. A student can only register for a maximum of 15 credits in the semester that he or she will receive academic credit for an internship.
7. The student agrees to have his or her employer's evaluation reviewed by the Dean of RBS - Newark, a designated RBS - Newark staff person and the designated Career Development Center (CDC) staff persons.

Internship Process

Step 1: The student must attend an [internship orientation](#). The internship orientation prepares the student for the interview and provides them with the forms that must be completed upon acceptance of the internship.

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

Step 3: Internships must then be approved by the CDC located in Hill Hall, room 112. The designated CDC staff persons must indicate approval of the internship by signing on page C-3 of the “Internship Contract”. **** Note ** - The internship contract approval process could take up to one week.**

Step 4: The student must report to the designated staff person in RBS – Newark with pages C-1, C-2 and C-3 of the “Internship Contract”. The RBS - Newark staff person will evaluate this material, and indicate approval by signing on page C-3. The RBS - Newark staff person will coordinate with the student to ensure formal registration for the appropriate semester.

Step 5: The student must maintain a weekly diary of his or her activities, 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. Please refer to page P-1 for deadlines and paper requirements.

Step 6: At the end of the semester, the employer must complete pages E-1 and E-2, the “Internship Evaluation Form”, and return it to RBS. The student must also submit the employer approved timesheet.

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 internship based on the final paper, time sheet and 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
Phone #: (973) 353-5122
E-mail address: mroesch@business.rutgers.edu

Beth Crotty, Dean, RBS, Undergraduate Program - Newark
1 Washington Park, Room 334
Phone #: (973) 353-5737
E-mail address: 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
Phone #: (973) 353-5311
E-mail address: thopkins@newark.rutgers.edu or cegan@newark.rutgers.edu

Rutgers Business School - Newark

Internship 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:

International Student Information	
(Please complete if you are an International Student applying for Internship Credit)	
Total Credits Completed:	Expected Graduation Date:
International Program: <input type="checkbox"/> CPT or <input type="checkbox"/> OPT	Credit Eligibility: <input type="checkbox"/> 3 credits (Summer) or <input type="checkbox"/> 2 credits – (Fall/Spring) or <input type="checkbox"/> 1 credit – (Fall/Spring)

Internship Semester
3 months/15 weeks: <input type="checkbox"/> Summer (Jun. – Aug.) OR <input type="checkbox"/> Fall (Sept. – Dec.) OR <input type="checkbox"/> Spring (Jan. – May)

Application Requirements	
Major: _____ Minor: _____	Cumulative GPA: _____
Total Credits Earned: _____	Completed Pre-Requisites: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301; and MIS, 623:220)</small>
Current Class Year	Citizenship
<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

Internship Credits Completed Previously
<input type="checkbox"/> Yes or <input type="checkbox"/> No If Yes: Total Credits _____ Course Code _____

Work Assignment
Employer Name: _____
Address: _____
Supervisor Name: _____ Title: _____
Phone #: _____ E-Mail Address: _____
Anticipated Start Date: _____ Anticipated End Date: _____
Hours per Week: _____ Total Hours: _____

Internship Details
Position Title: _____
Brief Job Description of Internship: _____

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

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE INTERNSHIP 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 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 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?

Rutgers Business School: Undergraduate – Newark

INTERNSHIP EVALUATION FORM

TO BE COMPLETED BY THE INTERNSHIP/COOPERATIVE 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 intern will not be shown the comments on this form unless permission is granted by the employer/sponsor.**

<p style="text-align: center;">Relations with others</p> <ul style="list-style-type: none"> <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;">Quality of Work</p> <ul style="list-style-type: none"> <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;">Judgment</p> <ul style="list-style-type: none"> <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;">Dependability</p> <ul style="list-style-type: none"> <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;">Ability to Learn</p> <ul style="list-style-type: none"> <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;">Attitude</p> <ul style="list-style-type: none"> <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;">Technical Disciplinary Skills</p> <ul style="list-style-type: none"> <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;">Professional Appearance and Behavior</p> <ul style="list-style-type: none"> <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;">Attendance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular 	<p style="text-align: center;">Punctuality</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Irregular
<p>Overall Performance</p> <ul style="list-style-type: none"> <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

Intern’s 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 07101
Fax: 973/353-5782

CAMPUS INTERNSHIP LEARNING AGREEMENT FOR SPONSORING EMPLOYERS

Name of Sponsoring Company/Organization: _____

Address: _____

Area Code + Telephone _____

Organization URL: _____

Name and Title of Supervisor for this Internship:

Name of Student Intern:

Contact information for Supervisor:

Direct Telephone _____ Business e-mail: _____

Internship Site Address [- if different than address of the employer -]:

Compliance with anti-discrimination and workplace safety statutes by Internship Sponsor/Site:

In accepting students for internships _____ understands that Rutgers Newark expects that internship sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace. _____ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and non discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

Employer Signature / Date

Career Development Center / Date

Faculty Supervisor / Date {- if applicable -}

2009-2010 Internship Facts

Internship Paper Deadlines

- Fall 2009 Papers are due December 11th
- Spring 2010 Papers are due April 23rd
- Summer 2010 Papers are due August 13th
- Please submit papers and timesheets to Megan Roesch at 1 Washington Park, Room 340

Internship Paper Guidelines

Page Requirements

- 3 credit Internship Papers require 7-10 page
- 2 credit Internship Papers require 4-5 pages
- 1 credit Internship Papers require 2-3 pages

Coverage Requirements

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