BUSINESS INTERNSHIP / CO-OP COURSE (ACCOUNTING, FINANCE, MARKETING, MANAGEMENT, AND MANAGEMENT INFORMATION SYSTEMS)

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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

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