## 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 14th (tentative)
2.) **Fall** co-op students must submit paper, weekly diary and learning outcomes no later than December 11th
3.) **Spring** co-op application materials are due no later than January 8th (tentative)
4.) **Spring** co-op students must submit paper, weekly diary and learning outcomes no later than April 23rd

**Requirements**

1.) Attend Co-op Orientation
2.) Complete Co-op Contract and submit to Cheryl Egan, Hill Hall 309 and Megan Roesch 1 Washington Park, Room 340
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 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.) **Spring** interns must submit all application materials no later than January 22nd
2.) **Spring** interns must submit paper and employer evaluations by April 23rd
3.) **Summer** interns must submit application materials by May 29th
4.) **Summer** interns must submit paper and employer evaluations by August 13th
5.) **Fall** interns must submit application materials by September 10th
6.) **Fall** interns must submit paper and employer evaluations by December 10th

**Requirements**

1.) Attend Internship Orientation and complete Learning Agreement
2.) 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
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

**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