

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

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