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 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

**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
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 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 Dean of RBS - Newark will grade the internship based on the final paper and the employer's evaluation. Final papers submitted after the deadline date will be penalized.
Questions should be directed to:

RBS: Megan Bauer, Career Management Specialist, RBS - Newark
    Engelhard Hall, Room 101H
    Phone #: (973) 353-1012
    E-mail address: mbauer@business.rutgers.edu

    Sharon Lydon, Dean, RBS, Undergraduate Program - Newark
    Engelhard Hall, Room 111
    Phone #: (973) 353-5737
    E-mail address: slydon@newark.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
Student ID #:                   MI:
Preferred E-Mail:               Cell Phone:
Home Phone:                    Permanent Address:
Campus Address:

International Student Information
(Please complete if you are an International Student applying for Internship Credit)

Total Credits Completed:       Expected Graduation Date:
International Program: □ CPT or □ OPT
Credit Eligibility: □ 3 credits (Summer) or □ 2 credits –
(Fall/Spring) or □ 1 credit – (Fall/Spring)

Internship Semester
3 months/15 weeks: □ Summer (Jun. – Aug.) OR □ Fall (Sept. – Dec.) OR □ Spring (Jan. – May)

Application Requirements

Major:                                     Minor:
Cumulative GPA:
Total Credits Earned:
Completed Pre-Requisites: □ Yes □ No
(Accounting, 010:203 & 010:204; Finance, 390:329; Management, 620:300; Marketing, 630:301; and MIS, 623:220)

Current Class Year
□ Sophomore          □ U.S. Citizen
□ Junior              □ Permanent Resident
□ Senior              □ F-1 Visa

Internship Credits Completed Previously
□ Yes □ 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: __________

Page C-1
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?
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 internship experience and accept the conditions listed in the Internship 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 internship course and further indicate that the internship has been approved.

Cheryl Egan or Thomas Hopkins (CDC)  Date

Megan Bauer or Sharon Lydon (RBS – Newark)  Date

COMMENTS: ______________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
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.

- Relations with others
  - □ Works exceptionally well with others
  - □ Works well with others
  - □ Gets along satisfactorily with others
  - □ Has some difficulty working with others
  - □ Works poorly with others

- Quality of Work
  - □ Excellent
  - □ Above Average
  - □ Average
  - □ Below Average
  - □ Poor

- Judgment
  - □ Excellent in making decisions
  - □ Above average in making decisions
  - □ Usually makes the right decision
  - □ Often uses poor judgment
  - □ Consistently uses poor judgment

- Dependability
  - □ Excellent
  - □ Above Average
  - □ Average
  - □ Below Average
  - □ Poor

- Ability to Learn
  - □ Learns very quickly
  - □ Learns quickly
  - □ Average in learning
  - □ Slow to learn
  - □ Very slow to learn

- Technical Disciplinary Skills
  - □ Excellent
  - □ Above Average
  - □ Average
  - □ Below Average
  - □ Poor

- Professional Appearance and Behavior
  - □ Excellent
  - □ Above Average
  - □ Average
  - □ Below Average
  - □ Poor

- Attitude
  - □ Extremely interested and independent
  - □ Very interested and independent
  - □ Average interest and independence
  - □ Below average interest and independence
  - □ Definitely not interested and independent

- Attendance
  - □ Regular
  - □ Irregular

- Punctuality
  - □ Regular
  - □ Irregular

- Overall Performance
  - □ Excellent
  - □ Above Average
  - □ Average
  - □ Below Average
  - □ 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 Bauer
Rutgers Business School:
Undergraduate - Newark
190 University Avenue
Engelhard Hall, Room 101H
Newark, NJ 07102
Fax: 973/353-5782
**Student Time Sheet**

Career Development Center, 360 Dr. Martin Luther King Boulevard, Hill Hall 313/309, Newark, NJ 07102 • 973-353-5333

**NAME:** ___________________________  **STUDENT ID:** ___________________________

**COURSE NAME/NUMBER:** ____________________________________________

**CURRENT ADDRESS:** ____________________________________________  **PHONE:** ________________

**E-MAIL:** ____________________________________________________________

**EMPLOYER SITE:** ______________________________________________________

**POSITION TITLE:** ______________________  **SITE SUPERVISOR:** ____________________________

**SITE ADDRESS:** ____________________________________________  **PHONE:** ________________

**FAX:** ____________________________  **E-MAIL:** ____________________________

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**FINAL HOURS**

**COMMENTS:** __________________________________________________________________________

_______________________________________________________________________________________

**SIGNATURE OF EMPLOYER:** _____________________________________________________________

**SIGNATURE OF STUDENT:** ____________________________________________________________

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2008-2009 Internship Facts

Internship Paper Deadlines

1.) Summer 2008 Papers are due August 1st
2.) Fall 2008 Papers are due December 3rd
3.) Spring 2009 Papers are due April 24th
4.) Please submit papers and timesheets to Megan Bauer in Engelhard Hall, Room 101H

Internship Paper Guidelines

Page Requirements

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

Coverage Requirements

5.) Describe the internship experience and how it relates to the courses you have taken.

6.) Provide details relating to the learning experience:
   a. Business
      i. Understanding Policy and Procedures related to job function
      ii. Meeting Deadlines and Prioritizing Time
      iii. Decision making process
   b. Technical
   c. Leadership
   d. Interaction
   e. Environment

7.) Determine whether the experience has affected your career choice. Factors include:
   a. Industry
   b. Job Function
   c. Environment
      i. People
      ii. Pace
      iii. Hours of Operation
   d. Salary

8.) Ponder whether or not you would work for the Department/Company after graduation and discuss why or why not.