RBS Policy Sheet for Rutgers Business School Credit Internships & Co-Ops

An internship/co-op is a pre-professional experience that complements the business education that a student acquires in college. Its purpose is to provide exposure to the student of the environment and tasks that student will encounter when pursuing a career in his/her chosen field. It also provides the employer with an opportunity to observe the student in the work setting and may serve as an indicator of whether or not to make a full time job offer to the student to commence upon graduation. Internships/Co-Ops must also comply with the requirements of the United States Department of Labor Fair Labor Standards Act.

The following govern the approval of internships/co-ops for the Rutgers Business School New Brunswick program:

Students

1. Students will not be approved to receive credit for an internship/co-op if they have not yet successfully completed at least 60 credits toward their degree which will include the introductory level course for the field in which the internship/co-op will be conducted.

2. Students must have a cumulative grade point average of at least 3.0.

3. Students applying for a Rutgers Business School Internship/co-op for credit must submit a completed Student Learning Contract.

Employers

1. Based on the United States Department of Labor internship Programs fact Sheet, internships/co-ops must meet the following criteria:
   a. The internship/co-op, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
   b. The internship/co-op experience is for the benefit of the intern;
   c. The intern does not displace regular employees, but works under close supervision of existing staff;
   d. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
   e. The intern is not necessarily entitled to a job at the conclusion of the internship; and
   f. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship/co-op although internships/co-ops approved by the Rutgers Business School generally receive compensation.

2. Questions regarding internships/co-ops should be directed to the Rutgers Business School Office of Career Management.