Need Academic Credit for your Internship or Co-op?
Applications must be submitted **BEFORE** the start of the internship or co-op.

**Application Instructions**

**START**

- **Step 1**
  - Student receives an internship/co-op offer from a company and accepts the offer

- **Step 2**
  - Student completes the **STUDENT LEARNING CONTRACT C-1** (Attached)

- **Step 3**
  - Employer/Supervisor completes the **EMPLOYER LEARNING CONTRACT C-2** (Attached)

- **Step 3a**
  - Students on F1/J1 status must submit the CPT form with the contract. Email oss@andromeda.rutgers.edu to request the form.

- **Step 4**
  - Student must submit both the C-1 and C-2 forms (all pages must be signed), a job offer letter and a job description to Ms. Kendra Clarke at the RBS: OCM at 1 Washington Park, Suite 324. All documents must be submitted together.
  - *Please allow 5-7 business days for processing.*

- **Step 5**
  - If contract is approved, student will receive an email communication from Ms. Clarke regarding course registration
  - *(We review each application on a case by case basis.)*

**FINISH**

- **Step 6**
  - Make sure to consult the course faculty member regarding the required class assignments.

**Eligibility Requirements**

- Acceptance of an internship/co-op offer from a company
- Currently enrolled RBS-Newark sophomore, junior, or senior
- Completion of 30 credits in residence at Rutgers or completion of 12 credits for transfer students.
- **Cumulative G.P.A. of 3.0** (Based on semester prior to the start of the internship. No rounding.)

- Must be in good academic standing for the semester of registration.
- F1/J1 students must check with OISS to verify your eligibility and submit the correct forms with your contract.
- Completion of the following prerequisites:
  - Accounting, 010:203 & 010:204
  - MIS, 623:301
  - Finance, 390:329
  - Marketing, 630:301
  - Management, 620:300/301
  - Supply Chain, 799:301

**Registration Criteria**

*You MUST* complete the following number of working hours to receive the corresponding number of credits:

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Minimum Working Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>93</td>
</tr>
<tr>
<td>2</td>
<td>186</td>
</tr>
<tr>
<td>3</td>
<td>280</td>
</tr>
<tr>
<td>6 (Co-op Only)</td>
<td>560 within a 6 month work assignment</td>
</tr>
</tbody>
</table>

Academic credit is applied towards your degree based on the following:

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>How credit is applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2</td>
<td>Free elective credit only</td>
</tr>
<tr>
<td>3</td>
<td>Major elective credit (only 1 internship for 3 credits in your major is applicable towards a major elective)</td>
</tr>
<tr>
<td>6 (Co-op Only)</td>
<td>3 credits applied towards major elective</td>
</tr>
<tr>
<td>6 month work assignment</td>
<td>3 credits applied towards free elective</td>
</tr>
</tbody>
</table>

- **IMPORTANT:** A student may only register for an internship or co-op ONE TIME during his/her academic career. Once a student has completed either a co-op or internship for credit, that student will not be able to apply for another internship or co-op course.

- All application deadlines are **FINAL.** No exceptions.
- Registration for an internship/co-op must occur during the semester that he/she will start working. The total number of working hours must be completed within that semester.
- Unpaid internships are not eligible for academic credit.
- Existing full-time or part-time employment cannot be used.
- A student may only register for a **maximum of 15 credits** (14 for Summer Session) in the semester that he or she will receive academic credit for an internship/co-op. This includes the number of credits registered for the internship or co-op. **NO EXCEPTIONS.**

- **Financial Obligation Note:** Please be advised that fall and spring internships/co-ops are part of your fall or spring tuition but tuition must be paid separately for the summer semester.

**Questions? Contact:**

Ms. Kendra Clarke, Program Coordinator  
Office of Career Management (OCM)  
Undergraduate Newark - 1 Washington Park, Suite 324  
E-mail address: kclarke@business.rutgers.edu  
Phone #: (973) 353-3587; Fax #: (973) 353-5782

http://www.business.rutgers.edu/undergrad-newark/career-management/students/credit
**Applications must be submitted BEFORE starting the internship or co-op. Credit is not guaranteed and approval should be received prior to starting. All application deadlines are FINAL.**

No internships or co-ops will be registered beyond the add/drop period.

Questions? Please email: kclarke@business.rutgers.edu

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**Form C-1 – STUDENT LEARNING CONTRACT**

**Please Print Clearly**

**Student completes & returns C1 & C2 forms to the Office of Career Management, 1 Washington Park, Suite 324**

### Academic Information:

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI</th>
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<tbody>
<tr>
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**Student RUID #:**

**Rutgers E-mail Address**

(This email address will be used as the primary source of communication. Please print clearly.)

**Home Phone:**

**Cell Phone:**

### Which Semester Are You Applying For An Internship/Co-op?

- [ ] Internship
  - __Summer (June – Aug.)__
  - __Fall (Sept. – Dec.)__
  - __Spring (Jan. – May)__

- [ ] Co-op
  - __Fall Co-op (June-Dec.)__
  - __Spring Co-op (Jan.-June)__

You may only register for a semester total of 15 credits in Fall/Spring & 14 credits in Summer

### Have You Completed the Pre-Requisites?

- [ ] Yes
- [ ] No. If no please circle missing courses below:

**List of Required Pre-requisites:**

- Accounting, 010:203 & 010:204;
- Finance, 390:329;
- Management, 620:300/301;
- MIS, 623:220;
- Marketing, 630:301;
- Supply Chain, 799:301

### Cumulative GPA:

(Exact number only)

### Expected Graduation Date:

### Academic Information:

<table>
<thead>
<tr>
<th>Academic Major 1:</th>
<th>Concentration:</th>
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<tr>
<th>Academic Major 2:</th>
<th>Minor:</th>
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### How Many Credits Are You Requesting?

(Please confirm schedule with the employer)

- [ ] 3 credits – 280 hours
- [ ] 2 credits – 186 hours
- [ ] 1 credit – 93 hours

### Internship/Co-op Credits Previously Completed?

- [ ] Yes
- [ ] No

If yes, total # of credits

### Semester(s) in which Credits were Completed

### How many credits are you currently registered for?

### Select Your Current Authorization/Citizenship:

- [ ] U.S. Citizen
- [ ] U.S. Permanent Resident
- [ ] F-1 Visa

**F1-J1 Students: Will you apply for _______CPT _______OPT _________None**

You must include a job offer letter, F1-CPT Application Form, and Employers Agreement for Curricular Practical Training with your contract. The internship must be focused in your major.

### Employment Information:

<table>
<thead>
<tr>
<th>Employment Start and End Date:</th>
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<tbody>
<tr>
<td>Anticipated Start Date: _______</td>
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<tr>
<td>End Date: _______</td>
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<tr>
<th>Estimated Work Hours for the Semester:</th>
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<tbody>
<tr>
<td>Work Hours per Week: _______</td>
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<table>
<thead>
<tr>
<th>Company/Organization Name:</th>
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<tbody>
<tr>
<td>Company Address:</td>
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<table>
<thead>
<tr>
<th>Organization Industry:</th>
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<table>
<thead>
<tr>
<th>Supervisor Name:</th>
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<tbody>
<tr>
<td>Supervisor Title:</td>
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<table>
<thead>
<tr>
<th>Supervisor Phone:</th>
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<tr>
<td>Supervisor E-mail:</td>
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<table>
<thead>
<tr>
<th>Intern/Co-op Job Title:</th>
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</table>

**Job Offer Letter and Job Description:**

**A job description and an offer letter/email must be included with the application. Attach and submit these documents with your application.**
Application Deadline and Course Registration

- I agree that it is my responsibility to submit my application by the deadline indicated on the application. If I fail to do so I understand that I will not be eligible to register my internship/co-op for academic credit.

- I agree that I am responsible for making sure that I am registered for my course once my internship/co-op is approved. I will contact Ms. Kendra Clarke by email at kclarke@business.rutgers.edu if I have any questions or concerns regarding my registration.

- I understand that since this is an academic course, I am required to follow the syllabus provided for the course and adhere to all course deadlines. I understand that failure to submit my course assignments on time may result in a reduction of my final grade.

- I understand that the course syllabus can be found at the following website www.tinyurl.com/rbsinternshipcredit and that I am responsible for checking the website or contacting the professor to obtain information regarding the internship/co-op program.

- I agree to attend the mandatory in-person class session on Tuesday, January 27, 2015 from 4:00-5:20pm. I understand that if I do not attend I will be dropped from the internship/co-op course.

- I understand that I am only allowed to take this course one time. I am not eligible to apply for credit once I have earned it once.

Attendance at Work: You are expected to show up for work according to the schedule established at the beginning of employment. Attendance will be verified. Promptness is expected. Habitually arriving late and departing early is disruptive and rude to your employer. Should the employer notify RBS: UG-Newark OCM the student will be penalized. You are expected to obtain approval for any late arrival or early departure through your supervisor in advance.

Observe the Dress Code: RBS is a professional business school. We expect our students to represent the high standards expected of RBS: Undergraduate-Newark, as you enter a global corporate market through a professional appearance, which may mean a business suit or business casual attire. If you are unsure, please ask your supervisor.

Technical Devices and E-mail for Personal Use: Use of personal technical devices is limited to appropriate professional conduct as expected in the workplace. A good best practice is to put your phone on vibrate as to not disturb your colleagues. In addition, internet use should be kept to professional business. You should not be e-mailing friends or visiting personal social media pages on company time.

I acknowledge that I have read and understand the requirements listed in this document and agree to the standards and policies of the RBS – Newark Internship/Co-op Program. All of the information I have provided is accurate to the best of my knowledge.

Best Practices for Succeeding at your Internship/Co-op:

1. Check in with your supervisor during the first week, mid-season, and two weeks prior to completion
   a. Make certain you understand his/her expectations and important deadlines. Take notes to keep track of deadlines.
   b. Confirm you are meeting expectations and are aware of deadlines that are critical for you to meet prior to your departure.
   c. Confirm you have a plan to complete tasks, train staff if appropriate and transition tasks if necessary.

2. Develop relationships with those around you!
   a. Colleagues can be rich with resources to help you succeed. Just be careful that you don’t spend more time socializing than at your desk completing work.

3. Remember to ask questions!
   a. Yes, you want to act independently and complete the work, yet remember that sometimes getting unstuck is about asking questions so you can finish the project on time.

4. Ask for additional projects and work if you find yourself without formal assignments.
   a. Suggest some projects to your manager based on your limited view of the organization.

5. Be courteous to all at the company and mind your conversations. You never know who knows who!
   a. Exercise caution when sharing with colleagues. Remember this is a professional environment. It may sound funny to tell your colleagues about your weekend stories but do be careful that you keep inappropriate details to yourself.

6. Mind the project details
   a. Details can be representative of how you feel about the job, organization and supervisor. At times, everyone makes mistakes, yet if you find yourself missing details take more time to review your work.

At the end of the assignment, remember to keep in touch! Ask colleagues and supervisors for their e-mails and contact information if you don’t already have it.
Form C-2 – EMPLOYER LEARNING CONTRACT AND AGREEMENT
Employer completes & reviews with student. Student submits C1&C2 forms to the CDC in Hill Hall, Rm. 112

Organization: ____________________________________________________________

Supervisor Name and Title: ________________________________________________

Supervisor E-mail and Phone: ____________________________________________

A-INTERNSHIP/CO-OP EXPECTATIONS, RESPONSIBILITIES AND SKILLS

1. Was the intern previously employed with your firm/organization? If yes, in what capacity?

2. What are the dates and hours during which the work will be performed? Please list schedule Monday – Friday and hours for each day.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>

3. What is the nature and extent of the internship/co-op responsibilities? Please include specific tasks by criterion and assign percentages (%) to each. A detailed description or job outline is required to approve this application. A job description may be attached to answer this question.

4. What specific skills will be developed and what results are expected of the student?


Dollar amount of compensation: $__________

(Please check the box indicating the frequency of payment):

☐ Hourly  ☐ Weekly  ☐ Monthly  ☐ Daily  ☐ Bi-Weekly  ☐ Salary

B-INTERNSHIP/CO-OP LEARNING AGREEMENT

Employer Compliance with anti-discrimination and workplace safety statutes by Internship/Co-op Sponsor/Site:

In accepting students for internship/co-op employment, (I), _____________________________ understand that Rutgers Business School-Newark expects that work sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace.

(I), _____________________________ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and non-discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

ACKNOWLEDGEMENT:

Student
I agree to provide service during specified hours to the employer to the best of my ability. I agree to display the utmost professional behavior expected of an RBS-Newark Undergraduate student.

Supervisor/Organization Representative
I agree to provide the student with an opportunity to gain knowledge and develop an understanding of a specific job function and industry. I agree to supervise activities and provide feedback for professional growth.

Date  Date