

Internship/Co-op Course Syllabus Summer 2026

Instructor: Elizabeth Fieseler

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Office Hours: By Arrangement (please email me and we will schedule a time to meet either virtually)

Required Materials: Access to Canvas and an approved internship experience opportunity

Course Description:

An internship experience provides the student with an opportunity to explore career interests while applying knowledge and skills learned in the classroom in a work setting. The experience also helps students gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks.

Learning Goals:

The internship will provide students with the opportunity to:

- Gain practical experience within the business environment.
- Acquire knowledge of the industry in which the internship is done.
- Apply knowledge and skills learned in the classroom in a work setting.
- Develop a greater understanding about career options while more clearly defining personal career goals.
- Experience the activities and functions of business professionals.
- Develop and refine oral and written communication skills.
- Identify areas for future knowledge and skill development.

Expectations:

To receive credit for the internship, you are required to register for the course and pay the required tuition/fees, complete all assignments and turn them in by the deadline, and present yourself in a professional manner at all times. You are responsible for all materials and announcements related to the course. Additionally, you are representing yourself, Rutgers Business School, and Rutgers University - Newark at the organization. Please keep in mind that you are expected to:

1. Arrive at work as scheduled, ready to work, and stay for the agreed upon time
2. Present yourself in a professional manner at all times, including being appropriately dressed for your workplace
3. Communicate any concerns with your supervisor and the internship coordinator in a timely manner and respectfully
4. Demonstrate enthusiasm and interest in what you are doing; ask questions and take initiative as appropriate
5. Complete and submit assigned tasks by designated timelines. Meet all deadlines. NO LATE SUBMISSIONS WILL BE ACCEPTED.
6. Participate in assigned meetings at work and with the internship

Canvas:

The Canvas site is the classroom for this course. Course information and assignments can be found there and our completed assignments should be submitted there.

ADA Accommodations:

Rutgers University welcomes students with disabilities into the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registrationform>. For more information please contact the Office of Disability Services by contacting odsnewark@rutgers.edu.

Grading:

Your grade is comprised of completed assignments and additional evaluations outlined below:

Assignment	Due Date	% of final grade
1. Introductory Paper	June 24, 2026	25 %
2. Mid-Experience Reflection	July 15, 2026	20 %
3. Internship / Co-op Experience Report	August 12, 2026	25 %
4. Workplace Performance Evaluation	August 12, 2026	10 %
5. Updated RBS Resume	August 12, 2026	5%
6. Student Time Sheet Matrix	August 12 2026	5 %
7. Thank You Note to Employer	August 12, 2026	5 %
8. 15-Minute Check-In	July 31, 2026	5 %

If you experience difficulties in the workplace with any aspect of your internship/co-op, please reach out to ocm-nwk@business.rutgers.edu for assistance.

Grades for the semester are calculated as follows:

A = 90 or higher
B+ = 86 - 89
B = 80 to 85
C+ = 76 to 79
C = 70 to 75
D = 65 to 69
F = Below 65

All assignments must be completed to pass the course. If any assignment is not completed or is submitted late, the student will receive a 0 for the assignment. LATE SUBMISSIONS WILL NOT BE ACCEPTED, NOT EVEN FOR PARTIAL CREDIT.

Academic Integrity:

The penalties for cheating or plagiarism are severe. There is a university-wide policy on academic integrity, which will be followed. It is not worth the risk of suspension from the University to cheat. Every student will be expected to abide by the following pledge: *"I pledge, on my honor, that I have neither received nor given any unauthorized assistance on any assignments."* <http://academicintegrity.rutgers.edu/policy-on-academic-integrity>.

All material you submit must be your own. Don't let cheating destroy your hard-earned opportunity to learn. See business.rutgers.edu/ai for more details. All Rutgers Business School faculty and students have access to the following generative AI tools: Gemini, Llama and Claude. Please go to <https://ai.business.rutgers.edu/> and log in using your Rutgers SSO (netID and password).

Please note that if you have been enrolled in a previous internship course before, you must submit new assignments. It is certainly feasible that there may be similarities in your internship experiences, but each experience is unique and thus should have unique papers submitted (including unique learning goals). Submitting assignments from previous experiences is a violation of the academy integrity policy and will most likely result in a "0" on the assignment and when factored in, a failure in the course.

Workplace Absences:

You are expected to be at work when assigned. If you are having difficulty with your work or school schedule, you are expected to discuss it with the faculty or manager. Your grade may be reduced should we be notified of excessive absence, issues with punctuality and poor performance as outlined in the end of semester student performance evaluation.