

Employer Outline of Work Activities

To ensure a strong alignment between the Rutgers Business School's Internship and Cooperative Program with the reality of work performed in the business world, we are requiring employers to complete the following outline. **Please note that Rutgers Business School's Office of Career Management's reserves the right to visit the internship/co-operative education work site**

Proposed Work Tasks / Activities	Expected Results / Outcome of Work Experience

Additional Employer Deliverables

Performance Evaluation

At the end of the semester the supervisor is responsible for completing a multiple choice performance evaluation on the student. This form is provided by the student and no company produced documents are required.

Time Sheet Matrix

At the end of the semester the supervisor is responsible for completing a timesheet matrix detailing the dates and amount of hours the student worked. This is also an assignment grade and the minimum amount of hours for their internship/co-op must be met in order for the student to receive credit. This form is provided by the student and no company produced documents are required.

Electronic signature is acceptable.

Employer Signature: _____ **Date:** _____

IMPORTANT: Employer's signature acknowledges that employer has read and understands the Fair Labor Standards Act regarding internship pay found [here](https://www.dol.gov/whd/regs/compliance/whdfs71.htm) (<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>)

Student Signature: _____ **Date:** _____