Rutgers Business School – Newark Undergraduate
2020-2021 Academic Year (Updated 6/19)
Internships and Cooperative Education (Co-op) Policies and Guidelines
PROGRAM GUIDELINES: Policies are subject to change

This application is for the Rutgers Business School (RBS) on the **Newark** campus used by **RBS-Newark undergraduate students only**.

- Student must receive internship/co-op offer <u>before</u> applying for internship/co-op course.

- The minimum cumulative GPA requirement to be considered for the internship/co-op course is a 2.5. All majors (with the exception of Supply Chain Management) need to meet this minimum requirement to be able to earn credit for an internship/co-op.

- Registration for an internship must occur during the semester that he/she starts working. The total number of working hours must be completed within that semester.

- Internship/co-op must be in field related to student's primary or secondary major.

- Existing full-time or part time employment **cannot** be used (ONLY acceptable for Supply Chain Students).

- Students can only register for a **TOTAL of 15** credits in the semester that they will receive internship/co-op credit. This includes the number of credits registered for the internship or co-op. **NO EXCEPTIONS**. Students may enroll in up to 14 credits in the summer semester.

- <u>Financial Obligations Note:</u> Please be advised that Fall and Spring internship/co-ops are part of your fall or spring tuition if you are a full time student. Tuition must be paid on a per credit basis if you are a part time student or enrolling in the Summer internship course.

- The maximum amount of credits a student can earn through this program is **9 credits** including co-op and internship.

- Students will earn 3 credits towards a major elective credit. Any credits earned beyond that number will count toward general credits which does not fulfill specific core or major requirements.

- All students must submit their application by the stated deadline for that semester. There are no exceptions to late applications.

- Students are enrolled into an online course with multiple assignments. A letter grade is earned at the end of the course that will count towards student's GPA.

ELIGIBILITY REQUIREMENTS:

- Acceptance of an internship/co-op offer from a credible company.
- Currently enrolled, matriculating RBS-Newark sophomore, junior, or senior (RBS minors are not eligible).
- Completed at least 24 college credits (transfer credits count).
- Students must have already completed the Intro course to their major with a "C" or better.

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

- Must be in good academic standing for the semester of registration.
- F1/JI students must check with the Office of International Student Scholars to verify your eligibility and submit the correct forms with your contract.

International Students F1/ JI Internship Policies

All of the policies and eligibly requirements stated above apply towards F1/J1 students. In addition to those policies, please see additional procedures/policies below for students who fit the F1/J1 criteria.

- Review the Office of International Student Scholars website and meet with an OISS Adviser to see if you are eligible.
- In addition to the Student Learning Contract (C-1), Employer Learning Contract (C-2), Job Description, and Offer Letter you must submit the required CPT Forms with your internship/co-op application. Required CPT forms are:
  - [F-1 Curricular Practical Training Application Form](#)
  - [Employer Agreement](#)
- Once all documents are submitted to the Office of Career Management, your application will be reviewed.
- Students are notified they are approved instructed of how to register. Once the student is registered, the Office of Career Management will complete the CPT Application Form and email the entire internship application back to the student.
- The students must then take/email the document to OISS to process CPT.
- CPT is required for **PAID** and **UNPAID** Internships.
- International students may NOT start working until OISS approves their CPT.
- Visit OISS [Curricular Practical Training](#) website for more guidelines on CPT.

REGISTRATION CRITERIA:

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

Type of Experience	Number of Credits	Minimum Hours	Duration
Internship	3	130	8 consecutive weeks
Co-Op	6	510	17 consecutive weeks

- Major elective credit is received during the first 3 credits earned through experiential learning. Any additional credits earned through a co-op or second internship count towards general credits.
- Internship (3 credit) options are offered during the Fall, Spring, and Summer semester.
- Co-op (6 credit) option are only offered in the Fall and Spring semester and not the Summer semester.
- No courses are offered during the Winter semester.
- Students that start their Co-op in June- Dec will register for the upcoming fall semester. Co-ops from Jan-June will apply for the Spring semester.
- Internships/co-ops are not considered on a rolling basis. All students must meet the deadline established for the semester in which they are applying.

APPLICATION INSTRUCTIONS:

1. Student receives an internship or co-op offer and accepts the offer from the company.
2. Student completes the Experiential Learning Application in BusinessKnight
3. Once Access to use the Experiential Learning Module is approved student will complete their Internship/co-op for credit application in within the Experiential Learning Module in BusinessKnight.
4. Internship/Co-op application will be sent to Manager and Employer for approval
5. Student will then receive a rejection or approval email from BusinessKnight with a reason why the application for credit was rejected or if approved will receive an approval email with the SPN to register for the course on WebReg.

QUESTIONS? Contact Sarah Kosakowski from the Office of Career Management at skosakowski@business.rutgers.edu

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