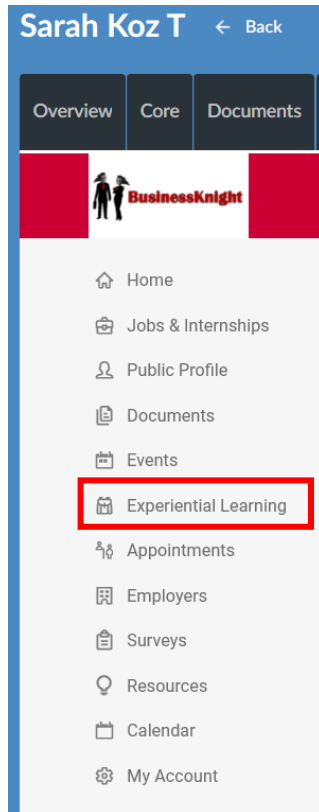


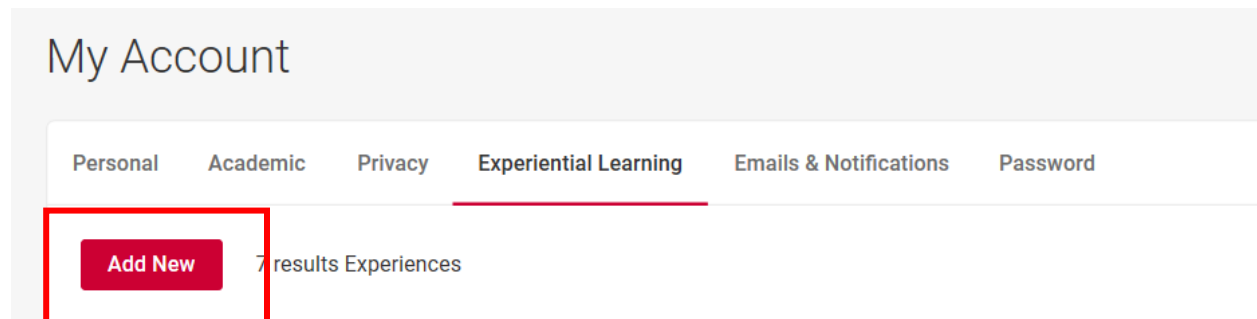
## RBS Internship/Co-op for Credit Application Instructions

**Step 1:** Log-in to BusinessKnight using the following link: <https://shibboleth-businessknight-csm.symlicity.com/sso/>

**Step 2:** On the left of your home screen click “Experiential Learning”



**Step 3:** Click “Add New” button



**Step 4:** Select your Experiential Learning Type based on your program. For example: Newark students applying for a 3 credit internship will apply for Newark Internship for Credit – (3) Credits

Experiential Learning Type \*

Newark Internship for Credit - (3) Credits ▼

Newark Internship/Co-op for Academic Credit Guidelines and Requirements \*

[Click to download the Newark Internship/co-op program guidelines](#)

I have read the internship/co-op guidelines and requirements

**Step 5:** Complete the entire Application.

**Step 6:** After you have completed the application you can either “Save As Draft” or “Submit

Student Signature ✕

**Submit** **Save As Draft** Delete Cancel Print

---

**Approval Process**

Once you submit your application it will automatically go to:

- First Step Approval: The Office of Career Management for review
- If approved, an email will be sent to student with instructions of how to register and an SPN
- Student will also be notified via email if their application for credit is rejected.