**STUDENT LEARNING CONTRACT** (Application)

***Rutgers Business School-New Brunswick***

***2020-2021 Academic Year***

**IMPORTANT: Before applying, please read information below and check out our website and FAQs found here:** <https://myrbs.business.rutgers.edu/undergraduate-new-brunswick/internships>)**:**

* This application is for the Rutgers Business School (RBS) on the **New Brunswick** campus and to be used by **RBS-New Brunswick undergraduate students only**.
* Application **must be fully completed** and emailed to RBS-New Brunswick Office of Career Management at: ([**rbscareers@business.rutgers.edu**](mailto:rbscareers@business.rutgers.edu)) **with subject line of: Student Learning Contract**.

**IF you are a Supply Chain Major pursuing Supply Chain credit, you must email your application to: Professor Dan Klepacki** [**klepacki@business.rutgers.edu**](mailto:klepacki@business.rutgers.edu) **;** **IF you are a Marketing Major pursuing Marketing elective credit, then you MUST email your application to: Professor Alexandra Kunish** [**alexandra.kunish@business.rutgers.edu**](mailto:alexandra.kunish@business.rutgers.edu)

* This program is to be used to earn general elective credit which will **not** count towards RBS core or major classes. Students who are interested in applying must obtain the employment opportunity on their own, prior to applying for credit. **When searching for positions,** **please be aware of fraudulent job postings and how to avoid them.** More information can be found here: <https://careers.rutgers.edu/about-us/about-ucs/policies-guidelines/recognize-avoid-job-scams> If you are not sure about a posting, please reach out to the Office of Career Management ([rbscareers@business.rutgers.edu](mailto:rbscareers@business.rutgers.edu))
* Students need to have completed the intro course of the related internship or Co-op (and passed with a grade of at least a “C”) before they can be registered for the credits related to that internship or Co-op. **In addition, students need to have an overall GPA of at least a 2.75 and have completed at least 12 credits at Rutgers, at least 60 total credits OR declared their major with junior status. Please note that the Supply Chain Department does not require a minimum GPA and the Marketing Department requires a GPA of 3.0 or higher!!**

The following courses need to be completed in order to be eligible for the relevant internship or Co-op for credit:

**Accounting Internship or Co-Op**: Intro to Financial Accounting (33:010:272)

**BAIT Internship or Co-Op** (**any 1 of these 3 classes**): Statistical Methods in Business (33:136:385), Management Information Systems (33:136:370) or Operations Management (33:136:386)

**Finance Internship or Co-Op**: Intro to Financial Management (33:390:300) or Financial Management for Finance Majors (33:390:310)

**Management Internship or Co-Op**: Intro to Management (33:620:301)

**Marketing Internship or Co-Op**: Intro to Marketing (33:630:301)

**Supply Chain Management Internship or Co-Op**: Intro to Supply Chain Management (33:799:301)

* Applicants must be full-time RBS-NB students (registered for at least 12 credits each semester). For graduating seniors in their last semester, part-time status is acceptable.
* **IMPORTANT REMINDER for International students in F-1/J-1 status:** you **MUST** receive additional employment authorization from Rutgers Global-International Student and Scholar Services before beginning a **paid or unpaid** internship/co-op. Please visit their website on [**practical training**](https://global.rutgers.edu/international-scholars-students/students/current/employment/practical-training) for more details on working off-campus and contact [**globalservices@global.rutgers.edu**](mailto:globalservices@global.rutgers.edu)with any questions.

RBS has established policies and guidelines to better serve the student populations engaged in either an internship or Co-op to effectively integrate the educational experience acquired at Rutgers Business School (RBS) with business and industry. These are meant to ensure that students gain a meaningful, carefully outlined and properly guided experience while also ensuring that employers receive the highest level of performance students have to offer within the outlined performance criteria stated in an accepted contract. These guidelines provide for periodic (electronic) reporting procedures from the student and employer confirming performance as stated in the outline of the Student Learning Contract (SLC).

**Program Description**:

This program is open to all qualified RBS-New Brunswick undergraduate students. Students will be permitted to apply for internship and Co-op credit **once they have completed the intro class to their major AND have either completed 60 credits or declared their major with junior status.** This structure allows students to build on the education acquired at the Rutgers Business School while gaining a preliminary and realistic work experience within a chosen field**. Students who are gainfully employed either on a full or part-time basis may NOT consider their employment for either an internship or Co-op program.**

At the successful completion of the properly sanctioned and completed internship or Co-op program, three (3) or six (6) *general elective* credits will be earned. These credits may **not** be used to meet RBS core and/or major requirements unless prior approval is received from the student’s academic department. Students **must** obtain approval from the academic department before submitting their application.

**Program Requirements:**

For students to earn general elective credits from an internship and/or Co-op program, the following criteria must be satisfied:

* Students must have a grade point average of at least 2.75 (**Please note that the Supply Chain Department does not require a minimum GPA and the Marketing Department requires a minimum overall GPA of 3.0)**. In addition, they must have completed the intro class to their major and have either completed 60 credits OR declared their major with junior status prior to the start of the internship or co-op.
* Students in internship programs will be expected to work at least 15 hours per week totaling at least 180 hours for a minimum of at least 8 continuous weeks in order to earn three (3) general elective credits. Students in a Co-op program will be expected to work a minimum of 30 hours a week totaling at least 510 hours for a minimum of at least 17 continuous weeks to complete the program and earn six (6) general elective credits. Students can only register for an internship/co-op for credit during the semester that they will be working. That is, a student who registers in the fall must work in the fall; register in the spring and work in the spring; and register in the summer and work in the summer
* Completion of the Student Learning Contract is the responsibility of the student applicant. Contracts must be signed by student, employer, and submitted for signature of the academic department/OCM advisor.
* All sections of the SLC must be completed. This includes a detailed outline (requiring measurable and verifiable examples) of what is to be learned from the work experience as well as the identification of how the agreed upon outcomes of the learning experience will and can be verified. A signed confidentiality agreement to protect both the University and the employer will be provided.
* The student must obtain from the perspective employer a well-defined and agreed upon outline (with measurable and verifiable examples) of all duties and job assignments the student is expected to perform during an internship or Co-op program. Section 6 of the SLC is included and **requires** an employer signature.
* Final grades for an internship and/or Co-op program are the result of the student written reports and the student’s performance appraisal provided by the employer at the conclusion of the program. All student written reports will be submitted via Black Board. Visit the RBS OCM website and Black Board for report requirements and deadlines.
* The final grade will be Pass or Fail. **Supply Chain Management and Marketing majors who have been approved** to taketheir respective internship or co-opclass will receive a letter grade upon completion. If assignments are not submitted on time, the student will be assigned a Temporary Fail (TF) until completed and accepted by the Dean.

**Student Learning Contract (SLC)**

Please complete the following sections appropriate to the academic department you are affiliated with. In completing this contract, be specific with all responses as this document will be utilized to monitor progress and completion of the program.

**Section 1 – Student Information**

**Student Name:** **Rutgers Id #:**

**This contract is for an:** InternshipCo-Op

**Major:** **2nd Major:**

**Work Authorization: (circle one) US Citizen       Permanent Resident       Visa Holder**

**Current Grade Point Average:**

**E mail Address:** **Cell Phone:**

**Home Phone:** **Student Work #:**

**Current Address:**

**Academic Advisor Name:**

**Semester:** SpringSummerFall **Year:**

**Current Grade Level (check one):** SophomoreJuniorSenior

**Expected Graduation Date** (month & year)**:** **Number of completed credits:**

**Appropriate Introductory Course(s) and Semester Completed (See Pages 1-2 of application for complete listing)**

**Previous Internships/Co-ops For Credit:**

**Section 2 – Employer Information**

**PLEASE COMPLETE FULLY!**

**Company Name:**

**Address, City, State and Zip Code:**

**Supervisor Name** (person you will report to)**:** **Job Title:**

**E mail Address:** **Phone #:**

**Dates of Employment** (approved by employer): **Start Date:** **End Date:**

**Your Job Title:**

**How did you find this position (please circle one) BusinessKnight Handshake Online Platform Other**

**Hours per day:** **Days per week:** **Hourly Wage:**

**Type of Employer** (check)**:** Private PublicGovernment

**Other** (specify)**:**

**Number of employees at work site (please circle one): 1-3 4-25 26-75 More than 75**

**Section 3 – Student Outline of Work Activities**

In this section, identify in detail (utilizing measurable examples) what is to be performed and learned from the proposed work experience as well as the identification of how the agreed upon outcomes of the learning experience will and can be verified. Please list at least **three (3)** examples.

1. *Learning Expectations:* list the specific knowledge, skill and experiences you want and expect to learn from this work experience. This can include academic, technical, organizational and/or personal skills.

1. *Learning Outcome:* define how you (and your employer) will know you have achieved your leaning goal of agreed results.
2. *Learning Implementation:* describe how you could apply your learning in the real world.

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| **Learning Expectations** | **Learning Outcome(s)** | **Learning Implementation(s)** |
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**Section 4 – Student Confidentiality Agreement**

*Company Name*

In the course of my internship or Co-op experience with , I understand that I may be exposed to certain confidential and proprietary information relating to the business and products of said company, and to any affiliate companies I interact with on behalf of my work experience.

I hereby agree:

* Not to use such information for any purpose other than in connection with my duties in my internship or Co-op experience;
* To treat such information as proprietary and confidential;
* To take all reasonable precautions to prevent disclosure of such information to any third party without the prior approval of the company;
* To only disclose information to those who have a need to know such information in connection with the work being performed;
* To return or destroy all copies of the information upon request by the company;
* To conduct all business in a professional manner.

**Please sign below** (electronic signature is acceptable)**:**

***Student Name***

***Date***

**Section 5 – Contract Application Approvals**

This contract describes the content of the student’s experiential opportunity and the requirements that are necessary for the student to meet their obligations.

If in agreement with the contents of the RBS-NB Internship & Co-Op Policies and Guidelines, please sign below. Electronic signature is acceptable.

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OCM, Marketing or SCM Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_**

**RBS-New Brunswick Office of Career Management will handle this signature**

**Undergraduate Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 6 – 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**

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| --- | --- |
| **Proposed Work Tasks / Activities** | **Expected Results / Outcome of Work Experience** |
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*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Internships Only**

**Credits may not be used to meet Rutgers Business School core or major requirements, unless prior approval is received from student’s major department. The student will earn three (3) general elective credits for this internship.**

**Internship Requirements:**

* GPA of at least 2.75; Marketing Department requires a GPA at least a 3.0; Supply Chain does not have a GPA requirement
* Completion of 60 credits OR declared major with junior status before the internship begins
* Must have completed the appropriate intro course with a grade of at least a “C”
* **Minimum** of 15 hours per week and **at least** a total of 180 hours for the semester
* **Minimum duration** of **at** least 8 continuous weeks
* Completed paperwork (i.e. Student Learning Contract and appropriate signatures)

**Application submission deadlines, as posted on the RBS OCM website, must be followed.**

**I acknowledge, by my signature below, that I meet all of the eligibility requirements to participate in this credit-bearing program. Electronic signature is acceptable.**

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**Student Name Date**

**For Co-Ops Only**

**Credits may not be used to meet Rutgers Business School core or major requirements, unless prior approval is received from student’s major department. The student will earn six (6) general elective credits for this Co-Op.**

**Co-Op Requirements:**

* GPA of at least 2.75; Marketing Department requires a GPA of at least a 3.0; Supply Chain does not have a GPA requirement
* Completion of 60 credits OR declared major with junior status before the co-op begins
* Completion of appropriate intro course with a grade of at least a “C”
* **Minimum** of 30 hours per week and **at least** 510 total hours for the semester
* **Minimum** duration of at least 17 continuous weeks
* Completed paperwork (i.e. Student Learning Contract and appropriate signatures)

**Application submission deadlines, as posted on the RBS OCM website, must be followed.**

**I acknowledge, by my signature below, that I meet all of the eligibility requirements to participate in this credit-bearing program. Electronic signature is acceptable.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name Date**