

**Rutgers Business School – Newark Undergraduate
2019-2020 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 before 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.
- 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.
- Financial Obligations Note: 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/J1 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 eligibility 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	3 – month period
Co-Op	6	520	6 – month period

- 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 **STUDENT LEARNING CONTRACT C-1**
3. Employer/supervisor completes the **EMPLOYER LEARNING CONTRACT C-2**
 - a. F-1/J-1 Students refer to the instructions above on page 2.
4. Submit both the C-1 and C-2 forms COMPLETE with the Offer Letter and detailed Offer Letter and Job Description to Ms. Sarah Kosakowski skosakowski@business.rutgers.edu
 - **Job Offer Letter:** name of the company, location, start and end date, compensation, and position title. The Offer letter must be on company letterhead and hand signed by the employer.
 - **Job Description:** position, job tasks & responsibilities in detail, provided on Company Letterhead, and signed by the employer. 70% of the description must align with students major.

Form C-1 STUDENT LEARNING CONTRACT

Section 1 Student Information

Last Name: _____ **First Name:** _____

Rutgers ID (9 digit): _____ **Email Address:** _____

Home Phone: _____ **Cell Phone:** _____

Semester applying for: Fall _____ Spring _____ Summer _____

Program Type: 3 credit Internship _____ 6 Credit Co-op _____

Cumulative GPA: _____ **Expected Graduation Date: Month:** _____ **Year:** _____

Major: _____ **2nd Major:** _____ **Minor:** _____

Which major are you applying to receive credit? _____

Internship/Co-op Credits Previously Completed YES _____ NO _____

*If yes, total # of credits: _____ Semester(s) in which credits were completed
_____ company name _____ position _____*

Work Authorization Status: U.S. Citizen _____ U.S. Permanent Resident _____ F-1 VISA _____

Introductory Course To Your Major Completed with a "C" or Better:

Accounting: 010:203 & 010 204 _____

Finance: 390:329 _____

Management: 620: 301 _____

Management Information Systems: 623: 220 _____

Marketing: 630:301 _____

Supply Chain: 301 _____

Form C-1 STUDENT LEARNING CONTRACT (Continued)

Read each statement and provide your initials in the box to the right.

Initial here ↓

I agree that it is my responsibility to submit my application by the established deadline. If I fail to do so, I understand that I will not be eligible to register for the academic credit course.	
I understand that my internship/co-op must abide by the federal guidelines found in the following link: https://www.dol.gov/whd/regs/compliance/whdfs71.htm	
I understand that I am responsible for making sure that I am registered for my course once my internship/co-op is approved. I will contact Ms. Sarah Kosakowski at skosakowski@business.rutgers.edu if I have questions regarding my registration.	
I understand that this is an academic course and I am required to follow the syllabus and adhere to all course assignment deadlines. Failure to do so may reduce my final grade in the course.	
My employer understands the assignments required to receive a grade for the course and agrees to allow me to complete them.	
I understand that if my employer does not cooperative my application can be denied	
I understand that I must be registered for no more than 15 credits during the semester. Should I go over 15 credits my internship course will be dropped.	
I will not make monetary deposits to any employer before, during, or after my internship/co-op. If an employer asks for money, I will contact the Office of Career Management right away.	
If I am terminated, or voluntarily leave the internship for which I am receiving credit, I will notify the Office of Career Management right away.	

Attendance at Work: You are expected to show up for work according to the schedule established at the beginning of employment. Attendance will be verified. Promptness is expected. Habitually arriving late and departing early is disruptive and rude to your employer. Should the employer notify OCM the student will be penalized. You are expected to obtain approval for any late arrival or early departure through your supervisor in advance.

Observe the Dress Code: RBS expects our students to represent the high standards expected of RBS as you enter a global corporate market through a professional appearance, which may mean a business suit or business casual attire. If you are unsure, please ask your supervisor.

Technical Devices and E-mail for Personal Use: Use of personal technical devices is limited to appropriate professional conduct as expected in the workplace. In addition, internet use should be kept to professional business. You should not be e-mailing friends or visiting personal social media pages on company time.

I acknowledge that I have read and understand the requirements listed in this document and agree to the standards and policies of the RBS – Newark Internship/Co-op Program.

Student Name (Please Print)

Student Signature

RUID #

DATE

Form C-2 – EMPLOYER LEARNING CONTRACT AND AGREEMENT

Organization: _____

Supervisor Name: _____ Supervisor Office Number: _____

Supervisor Email: _____ Supervisor Office Number: _____

Company Address: _____ Student Employees Title: _____

INTERNSHIP/CO-OP EXPECTATIONS, RESPONSIBILITIES, AND SKILLS

- Was this student previously employed with your firm/organization? ____ YES ____ NO
 - If yes, in what capacity? _____
- Student Start Date: Month: _____ Year: _____ Date: _____
- How many hours a week will student be working? _____
- **Job Description:** Please provide a detailed job description on company letterhead -providing % to each of the students duties and responsibilities on company letterhead with either HR or Supervisor signature.
- **Job Offer Letter:** Please provide a detailed job offer letter on company letterhead and signed by HR or Supervisor
- **Dollar amount of student's hourly compensation:** \$ _____

⚠ UNPAID INTERNSHIPS : According to the U.S. Fair Labor Standards Act, employers must abide by abide by FLSA Fact Sheet # 71 pertaining to unpaid internships. If the student is not getting paid or ONLY receiving commission the employer must read and sign the PDF document found here:

<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

The student will submit this signed document with their application. Students with unpaid internships MUST complete this step or their application will be denied.

- Student will complete the minimum required work hours during the semester. Please provide initials next to the option that applies:
 - 3 Credit Internship: 130 Hours _____
 - 6 Credit Co-Op: 520 Hours _____
- **Type of Employer (check):** Private _____ Public _____ Government _____

Form C-2 – EMPLOYER LEARNING CONTRACT AND AGREEMENT
(Continued)

***Employer Compliance with anti-discrimination and workplace safety statutes by
Internship/Co-op Sponsor/Site:***

In accepting students for internship/co-op employment, (I), _____ understand that Rutgers Business School-Newark expects that work sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace.

(I), _____ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and nondiscrimination based on sexual orientation and compliance with Americans Disabilities Act, which prohibits discrimination basis of disability in the workplace.

Supervisor – Please provide signature below agreeing to the following statements.

I agree to provide documentation of the student has completed work hours for the internship/co-op course with a timesheet provided by Rutgers University. _____

I agree to provide a performance evaluation on the student at the end of the semester, This is a course assignment and students receive a grade for the company's completion of the evaluation. _____

If I cannot provide documentation, the student will provide a self-performance evaluation and submit a timesheet from their employee portal. _____

ACKNOWLEDGEMENT:

Supervisor/Organization Representative

Date

I agree to provide the student with an opportunity to gain and develop an understanding of a specific job function and industry. I agree to supervise activities and provide feedback for personal growth.