

RBS Newark Internship/Co-Op for Credit



OFFICE OF CAREER MANAGEMENT
NEWARK

Agenda



Introduction & General Info



Areas of Qualification



Post Application Process



Questions



What is Internship for Credit?

Students with internships can earn credit for work experience

Enroll in an internship course concurrent with their job

Complete course requirements to gain credit toward major/major elective/gen ed elective

Things to Know



Great opportunity to earn credit for practical work experience

Can be earned Fall, Spring or Summer Terms
Can be Paid or Unpaid experiences



Internship for Credit requires an application and review process

Not all internships will qualify



Students enroll in an internship course to earn the credit hours

Course earns a letter grade toward your GPA

What You Can Earn

Internship

- 3 credits in major area of study or general education

Co-Op

- 6 credits: 3 in major area of study and 3 in general education

Supply Chain

- Can earn 6 major credits –first 3 credits for Industry Client Project and second 3 count as a major elective

Note: Accounting majors can only earn General Education credits.

Earned Credit Parameters

Internships earn 3 credits and Co-ops earn 6 credits

Max 9 credits can be earned with multiple experiences

Each internship MUST be with a different employer or position, and in a different semester

Credits will be awarded upon successful completion of the internship and the course

Spring/Fall Semester – max total credits are 16
Summer Semester max total credits 14

3 Areas of Qualification



**STUDENT ACADEMIC
REQUIREMENTS**



JOB QUALIFICATION



**EXPERIENTIAL LEARNING
APPLICATION**

Student Academics



24 credits towards your degree OR declared major with junior status



12 Rutgers credits prior to starting an internship



Introductory level course in your major with a grade of "C" or higher



GPA: 2.75 or higher

Internship Job Qualification



15 hours per week; total of at least **130 hours**



Minimum duration of at least **8 continuous weeks**



Credits earned in the same semester as the work experience



Cannot be existing full or part-time job (except for Supply Chain majors)



Work must be specific and relevant to major to earn major elective credit

Co-Op Job Qualification



Total of at least **510 hours**



Minimum duration of at least **17 continuous weeks**



Credits earned in the same semester as the work experience



Cannot be existing full or part-time job (except for Supply Chain majors)



Work must be specific and relevant to major to earn major elective credit

Experiential Learning Application

- ▶ Student must have an internship/co-op and accepted the offer
- ▶ Important documents you will need:
 - ▶ **Offer Letter** (company letterhead & signed by supervisor) with start/stop dates
 - ▶ **Job Description** (company letterhead & signed by supervisor)
 - ▶ For unpaid internships: Fair Labor Standard Act – Signed by supervisor
- ▶ Apply on CareerKnight > Experiential Learning > Add New
- ▶ Select your Experiential Learning Type: Newark 3 Credit Internship or 6 Credit Co-op
- ▶ Select your Experiential Learning Term: Fall, Spring, Summer and Year

Application Process in CareerKnight

1

Under Experiential Learning Tab, click +New Experience

+ New Experience

2

Input details on yourself, the company and the opportunity then click Save

Cancel

Save

3

Click Documents and Forms on the next page to upload your Offer Letter and Job Description

DRAFT

Details

Documents and Forms

4

When completed, click Submit for Approval

← Back to List

Submit for Approval

5

Your status will be pending until review by OCM

📅 Spring 2024

📅 Submitted for Initial Approval:

PENDING INITIAL APPROVAL

Review/Approval Process



Submitted applications reviewed by OCM for completion and qualification

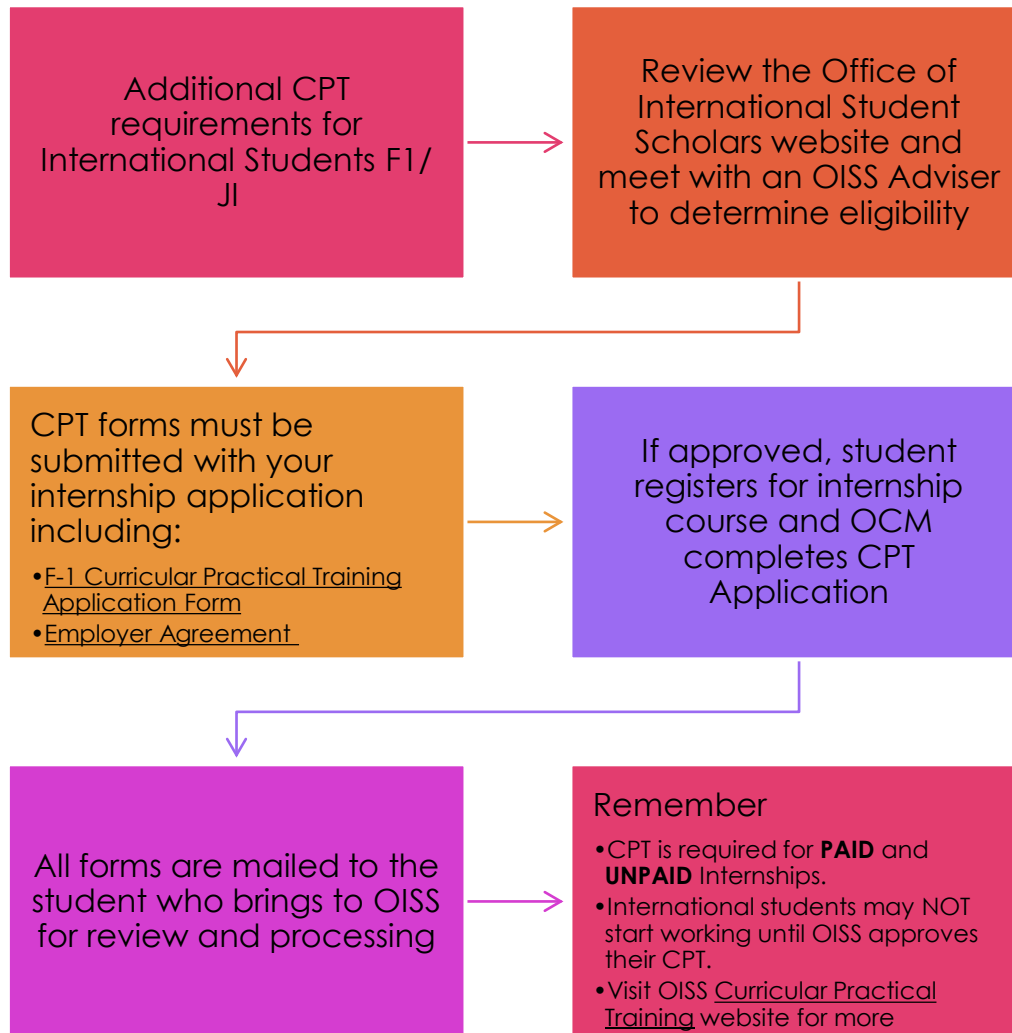


If approved, OCM sends email with IFC course information and Special Permission Number to register



If denied, additional information may be required OR student/position qualifications not met

Note: See [MyRBS](#) for application deadlines



International Students - CPT

Fees



Summer Session

Students must pay for the Internship course separately through Summer Session. Please visit the [Rutgers Newark Summer Session website](#) for current tuition and fees.

The summer internship classes follows the Summer Session II payment deadlines. Note: the class begins in the first week of June.



Fall / Spring Semesters

Internship course is included in regular tuition.

Internship Course

Students receive
SPN and register
themselves for the
course

The class is
asynchronous,
and course is on
Canvas

There are no
formal meeting
times

There are 6
assignments with
due dates

Students receive
a letter grade (A-
F), and it counts
towards your GPA

Course Assignments Include



3 essays



Time sheet matrix (signed by supervisor)



Performance Evaluation (Sign by Supervisor)



Thank You letter that you will submit to your employer

All Program Detail on MyRBS

- ▶ <https://myrbs.business.rutgers.edu/>
- ▶ Click Students, Office of Career Management, Undergraduate Programs
Learn More
- ▶ Scroll down and click Internship/Coop for Credit Program
- ▶ Select Newark Students

Internship/Coop for Credit Program

Undergraduate Newark

Questions?

Email ocm-nwk@business.rutgers.edu
with questions or
concerns

Set up a 1-1 appointment
within CareerKnight under
the appointments tab