

# RBS Newark Internship/Co-Op for Credit

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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 (3 major elective, 6 free elective)\*

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

\*Note for SCM only: 3 credits towards ICP, 3 towards major elective

# 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

*Note: Students cannot participate in the program if they are on Academic Probation*



# 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

Select Experiential Learning Tab (left-side menu option), and 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

Summer  
2025  
Deadline:  
June 23rd



Submitted applications reviewed by OCM for completion and qualification

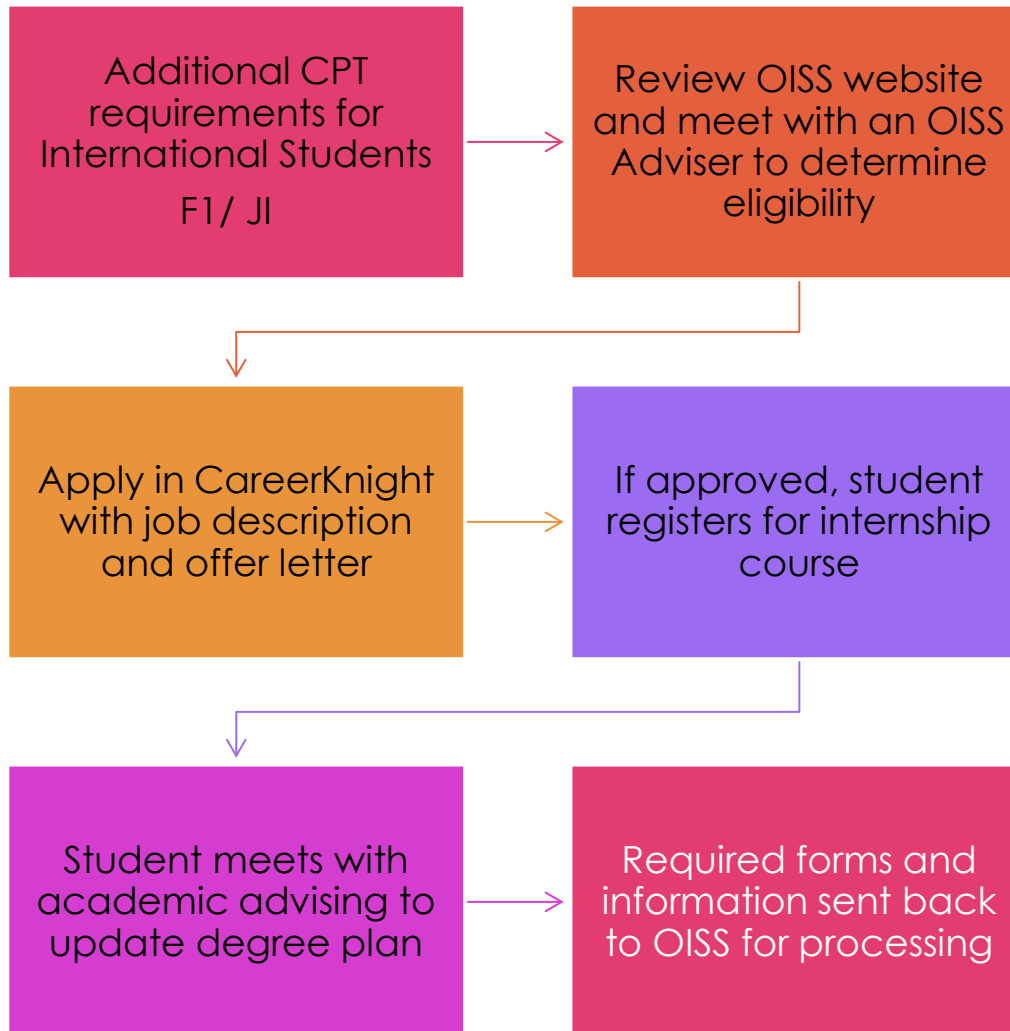


If approved, OCM sends email with IFC course information and Special Permission Number to register



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

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



# International Students - CPT

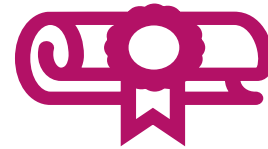
# Fees



## Summer Session

IFC course is outside of normal tuition.  
Go to [Rutgers Newark Summer Session website](#) for current tuition and fees.

Summer IFC classes follow Summer Session II payment deadlines and begin 1<sup>st</sup> week in June.



## Fall / Spring Semesters

Internship course is included in regular tuition.

# Internship Course

Students receive  
SPN and register  
for the course

Class is  
asynchronous, on  
Canvas

No formal  
meeting times

6 assignments  
with due dates

Earn a letter  
grade (A-F)  
counting 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

# REAL QR Codes

**Monday, November 11, 2024**



**Wednesday, November 13, 2024**



# Questions?

Email [ocm-nwk@business.rutgers.edu](mailto:ocm-nwk@business.rutgers.edu)  
with questions or  
concerns

Set up a 1-1 appointment  
within [CareerKnight](#) under  
the appointments tab