

Dear Student,

Congratulations on receiving an internship/co-op offer!

Students wishing to receive academic credit for an internship or co-op who are interested in this course **must** meet certain criteria and submit the required paperwork. This packet was designed to facilitate that process and to answer questions you might have. The checklist on the next page outlines the process.

Obtaining an internship or co-op through a listing provided by Rutgers Career Services (i.e. CareerKnight) or on your own does not automatically entitle you to receive academic credit. In order to receive academic credit each, you must:

- Have a 2.75 cumulative GPA or better (no exceptions)
- Have earned 30 academic credits; 12 completed at Rutgers, if a transfer student
- Work a minimum of 180 hours during the course of the semester at the internship/employment site in order to receive 3 academic credits; or
- Work a minimum of 750 hours during the course of the semester at the co-op site in order to receive 6 academic credits
- Complete this application in order to register for the internship or co-op course
- Submit a formal, detailed job description on letterhead from the employer
- Register for the internship or co-op course to coincide with the actual internship or co-op position

Also, if you are currently employed in a position, it may be possible to receive academic credit for that work. You and your employer will need to establish **new** internship or co-op responsibilities that will expose you to new and different situations and expand your knowledge of your position and/or industry. The revised position description must accompany the application along with the original position description. All of this is to ensure that the internship or co-op is a viable learning experience for you and validates your earning academic credit.

If you have additional questions, please visit our program website at http://careerservices.rutgers.edu/rutgers_internship.shtml

Sincerely,

Tammy J. Samuels
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RICP CHECKLIST

This checklist details the steps necessary to obtain academic credit after accepting a position with an employer. The application must be completed in its entirety prior to the start of the semester.

Steps To Obtaining Academic Credit through the Rutgers Internship & Co-op Program

- **Step 1:** Complete the application, attach a detailed description of your internship or co-op position and submit it to the Career & Interview Center, Busch Campus Center for verification and approval prior to the semester deadline. Be sure to keep a copy for yourself.
 - You will be notified by email, typically within 2-3 business days, of the status of your application. If accepted, you will be given a special permission number to register for the online internship or co-op course.
NOTE: For the summer session, please go to summer.rutgers.edu for additional details about tuition, fees, and deadlines.
- **Step 2:** Register for the SAS internship or co-op course prior to the first day of classes using the special permission number provided in the acceptance email.
- **Step 3:** Attend the **mandatory** internship/co-op orientation session held at the start of the semester in which you are enrolled. You will be required to sign the Internship/Co-op Student Ethics Agreement as part of the orientation.
- **Step 4:** Sign the University Partnership Agreement, along with your immediate supervisor, and return it to your course instructor within the first 2 weeks of the course.
- **Step 5:** Complete all your course assignments by the due dates outlined in the syllabus and the minimum total hours for your internship or co-op. Submit a final student evaluation at the completion of the course.

Students need to retain the letter and checklist for their personal records.

Rutgers Internship & Co-op Program

Sponsored by the School of Arts & Sciences

Non-departmental program

ENROLLMENT APPLICATION 2012	
Last Name:	First Name:
Student ID Number:	Eden Email: _____@eden.rutgers.edu
Home Phone:	Cell Phone:
Major:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Cumulative GPA: _____ <i>A minimum cumulative GPA of 2.75 is required.</i>	Total Academic Credits Earned: _____ <i>A minimum of 30 credits earned is required.</i>
INTENDED PROGRAM TRACK <i>please check one</i>	
Co-op: 6 months/25 weeks; a min. of 750 hours <input type="checkbox"/> Spring 2012 (Jan. – Jun.) OR <input type="checkbox"/> Fall 2012 (Jun. – Dec.)	Internship: 3 - 4 mo/12-15 wks; a min. of 180 hours <input type="checkbox"/> Fall 2012 (Sept. – Dec.) OR <input type="checkbox"/> Spring 2012 (Jan. – May) OR <input type="checkbox"/> Summer 2012* (Jun. – Aug.; a 10/week minimum) <i>*Requires summer session registration</i>
PLEASE LIST ADDITIONAL TIME COMMITMENTS YOU WILL HAVE <i>while on internship/co-op</i> <i>(examples: full-time/part-time job, traveling abroad, large course load, additional internships)</i>	

CURRENT CLASS YEAR	CITIZENSHIP
<input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> F-1 Visa
ABOUT YOUR INTERNSHIP/CO-OP	
<i>NOTE: The work assignment information form must be submitted prior to approval and course enrollment.</i>	
Have you previously completed an internship or co-op for credit? <input type="checkbox"/> YES or <input type="checkbox"/> NO If yes, what department and when ? <input type="checkbox"/> RICP _____ <input type="checkbox"/> Academic Dept _____ <input type="checkbox"/> SAS _____ <input type="checkbox"/> Other: _____	
Are you currently working at your internship or co-op assignment? <input type="checkbox"/> YES or <input type="checkbox"/> NO <i>If yes, then you and your employer will need to establish additional internship responsibilities that will expose you to new situations and expand your knowledge of your position and/or industry in order to qualify for credit.</i> How did you find the internship or co-op? <input type="checkbox"/> CareerKnight <input type="checkbox"/> Faculty/Dept. Referral <input type="checkbox"/> Networking <input type="checkbox"/> Company Website <input type="checkbox"/> Other: _____	
<i>I acknowledge that I have read, understood, and accept the requirements of the Rutgers Internship and Co-op Experience.</i>	
Student Signature: _____	Date: _____

Office Use Only: Date Received: _____ Incomplete/Email: _____ Date Entered: _____ Confirmation: _____

**Rutgers Internship & Co-op Program
WORK INFORMATION FORM**

Intern: *Please have your supervisor complete this form and attach it to your enrollment application along with a detailed job description.*

Student's Name _____ Email _____@eden.edu

Company/Organization _____

Student's Position Title: _____ **Type of Organization:** _____

Attach a Detailed Description of Internship or Co-op Position/Duties *(Must be on company letterhead):*

NOTE: *If the student intern currently holds a position with your organization, then you and the student will need to establish additional internship responsibilities that will expose him/her to new situations and expand their knowledge of the position and/or industry in order to qualify for credit.* **JOB DESCRIPTION ATTACHED:** YES / NO **Please Initial:** _____

Are you a Rutgers Alumni? YES or NO

Internship/Co-op Supervisor Name _____

Supervisor Title _____

Street Address _____

City/State/Zip _____

Phone Number _____ **Fax Number** _____

Email Address _____

Days/Hours per week _____ **Start Date:** _____ **End Date:** _____

of weeks: Internship _____ Co-op _____ **Paid?** Yes / No **For Credit?** Yes / No
If paid, rate of pay/stipend _____

EMPLOYER ACKNOWLEDGEMENT

Rutgers, the State University and the participating student appreciate the cooperation of businesses and organizations in providing internships for career exploration and development.

Rutgers asks that the supervisor promptly notify Rutgers Career Services of any significant change to the status of the internship or co-op, including job duties and hours worked. Rutgers requests that the supervisor contact Career Services regarding any significant issue that would impact the student's ability to complete the internship or co-op prior to terminating the position.

The employer understands that Rutgers University expects that internship or co-op sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace. The employer 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 non-discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

*Since the internship or co-op is for credit, the **supervisor agrees to complete the evaluation(s) required as part of the student's course.** Please note: Students must complete a minimum of 180 hours for an internship and a minimum of 750 hours for a co-op.*

Signature of Supervisor

Date