

Frequently Asked Questions

1. What is the difference between the internship track and the co-op track?

The **internship track** is typically a paid or unpaid position; full-time during the summer. It is generally a low risk way to test career options.

The **co-op track** is typically a full-time, 6-month work experience related to one's career goals or interests. Co-op's are generally paid positions.

2. What are the benefits of co-ops and internships?

- Enhance your academic experience
- Gain exposure to the job market
- Achieve personal and professional goals while earning credit
- Develop maturity, leadership, and clarity regarding your career path
- Potentially earn income to cover college expenses
- Establish relationships with potential employers

3. What are the basic requirements to participate?

- A cumulative GPA of 2.75
- Completion of 30 credits or more; 12 credits must be completed at Rutgers if you are a transfer student
- Verifiable proof of the work assignment through submission of a job description on company letterhead, subject to approval
- Enrolled in a minimum of 6 credits the prior semester

4. How many credits can I earn?

- 3 credits for fall, spring, or summer internships
- 6 credits for a full-time 6-month co-op experience during the fall (Jun. – Dec.) or spring (Jan. – Jun.).

5. How many weeks/hours do I have to participate in to qualify?

For an internship, you must do a minimum of 12 weeks, with a minimum of 180 hours total.

For a co-op, you must do a minimum of 6 months, with a minimum of 35 hours each week, totaling a minimum of 750 hours.

6. How will I be graded and does it count towards graduation?

The program is an online pass-fail course. Credits will count towards graduation general elective credits. These credits will *not* count towards your major.

7. How do I find an internship or co-op position?

You are responsible for finding your own internship or co-op position. You can access internship and co-op listings through CareerKnight, academic departments, and by checking with faculty. Career services may assist you with additional search strategies by individual appointment.

8. How do I pay for the course?

You pay for the course as you would with any other 3-credit academic course. Contact Financial Aid if you have specific questions regarding tuition costs.

9. How do I register?

You may register once your application has been approved and you've received a special permission for the internship or co-op online course. A mandatory course orientation is held at the start of the semester.

10. Can I intern or co-op more than once for credit?

Yes, you can intern for a maximum of 9 credits and co-op for a maximum of 12 credits.

11. If I already have an internship, co-op, or part-time job, can I stay in this position and gain credit?

Pending approval, you can stay in your current position. However to gain credit, you will need to submit the present job description along with a new job description outlining new learning objectives and/or a new project.

12. When is the deadline to submit my application?

The deadline for the fall and spring semesters is the first day of classes. The deadline for the summer semester is in Mid-May usually between graduation and the start of the first summer session.

For additional details or questions, please email: internships@echo.rutgers.edu or attend an RICP information session