

**Rutgers University
Professional Science Master's Program
Internship Description**

(For both Professional and Research Internship courses- 16:137:608/609/610/612)

Introduction

Master of Business and Science students must approximately **400 hours (Around 25 hrs per week x 16 weeks)** in their internship to be eligible to take the internship course for academic credit. (*NOTE: exceptions for shorter internships can be made with your advisor's permission and an additional assignment*). You choose between 1-3 credits when you register.

MBS students are earning credit for the completion of the internship course requirements, not for the work done for the employer/professor. You are responsible for meeting all course requirements, as set by the instructor, for every semester for which you are enrolled. For example, you will be required to fill out a mid and final survey, complete monthly reports, submit an on-line report, and do an oral presentation of your internship experience, among other assignments. Your supervisor/research advisor will also be filling out a mid and final survey of your performance.

Part I. Student Information

Check semester and fill in year: Fall ____ Spring ____ Summer ____ Year _____

Name _____

Concentration _____ RUID _____

Net ID: _____ E-mail _____

Phone Number (Home) _____ Cell Number _____

Part II. Internship Supervisor Information

Name of Internship Supervisor _____

Title _____ Company website _____

E-mail _____ Phone Number _____

Company _____

Address _____ City _____

State _____ Zip Code _____

Part III. Internship Responsibilities

Internship Goals and Expected Outcomes:

Please provide a brief description of what your internship responsibilities will entail and the overall goal of the project that you are participating in.

Internship start date: ____/____/____ Internship end date: ____/____/____

Number of hours per week (average): _____

Total hours to be completed during THIS semester: _____ (Note: Do not count hours worked before or after the current semester. Total should be approximately 400 hours. If less than this, please contact your MBS academic advisor for an exception. Additional coursework is required.)

Part IV. Signatures

Please sign below to indicate your agreement with the internship arrangements included on this form.

Required Signature of Student _____
Date ____/____/____

Required Signature of Supervisor _____
Date ____/____/____

Please scan and submit form to cc1600@docs.rutgers.edu along with your offer letter and CPT form, if applicable (international students only).

NOTE: You must also upload this form and other required documents to the Sakai site for the course after you register.