

**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.*

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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 [debsclaf@docs.rutgers.edu](mailto:debsclaf@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.***