RSBC INTERNSHIP PROGRAM
Student Acknowledgement

Thanks for your interest in earning academic credit through an internship. I will gladly walk you through the Internship Program process.

To apply for academic credit through an internship, students must follow these three (3) steps:

1. **CONSULT** with your Academic Advisor to confirm which approved elective the internship will satisfy.
2. **SCHEDULE** an appointment with Natalie Cox, Student Experience Officer (SEO) for Internships at ncox@camden.rutgers.edu or (856) 225-6869, to discuss program structure, eligibility requirements, and next steps.
3. **COMPLETE and SUBMIT** application documents to Natalie Cox for approval and special permission number to register for the specified internship course.

Be sure to visit the RSBC Internship Program website at http://business.camden.rutgers.edu/internships/students/ and review ALL of the program’s eligibility requirements. Please note the following highlights:

1. Students must complete at least 120 hours in their internship position during the semester of enrollment.
2. Written assignments pertaining to the experience are required, as per the course syllabus.
3. Students must have a minimum of 60 credits completed at time of application to the internship course.
4. Students must have completed English Comp I and Comp II and at least two Business Core courses, OR must have completed Business Communications, Organizational Behavior, and Principles of Marketing.
5. Students obtaining course credit for their internship should have a GPA of 2.75 or above at Rutgers University.

Attached are the internship forms: the Registration Form is for you to complete, and the Supervisor Agreement Form should be completed by your internship supervisor. Please bring both completed forms to your group meeting, and your request will be considered for academic credit. If approved, you will receive a special permission number, which will enable you to register for the course online. **For the Spring 2019 internship course, forms must be submitted no later than Friday, January 25th, but don’t delay, as this is a multi-step process!**

If you have any questions, please let me know and I’ll do my best to assist you further.

I acknowledge that I have read the RSBC Internship Program website, and the information above, and understand the requirements, terms, and expectations of the internship course.

Signature ___________________________________________ Date __________________________

**THIS IS THE PREVAILING DOCUMENT AND SUPERCEDES ANY OTHER INFORMATION**