

1. Will I be matched with an internship or co-op position?

No. You are responsible for finding and securing your own internship or co-op position. Career Services will assist you in the search process and with resume and interview preparation, but will not provide placements.

2. How many hours per week do I need to work?

For internships, you will need to work a minimum of 12 hours a week for 15 weeks, resulting in a minimum of 180 hours of work. During the summer, students often choose to work full-time, resulting in 30-40 hours a week.

For co-ops, you will work a minimum 35 hours a week over a minimum of 30 weeks: January – August, or June – December.

3. What types of positions are available?

The positions vary. Common positions include: analyst, assistant buyer, assistant sales representative, counselor, hr assistant, manager trainee, marketing analyst, merchandise analyst, quality assurance representative, recreation summer youth counselor, research intern, teacher, technical writer, therapy aid, social worker, special agent/officer

4. Could I apply for an internship or co-op position in a field other than my intended major?

Yes, you can. The program allows for students to “test drive” their career options in fields other than those related to their major.

5. Will I get paid?

Virtually all co-op positions are paid and some internship positions are paid.

6. Will I receive credit?

Yes, you will. Internships earn 3 credits for part-time or full-time 3-month experiences in the fall, spring, or summer semesters.

Co-ops earn 6 credits for full-time 6 or 8-month experiences during January-August, or June – December timeframes.

7. Will this replace a major requirement?

Generally, the credits earned will count towards graduation, not towards your major requirements.

8. 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 that will take place during the internship or co-op prior to the start of the assignment.

9. Can I be a full-time enrolled student at the same time that I am working full-time in a co-op position?

You need to take 12 academic credits in order to maintain full-time student status.

10. Will employers pay for housing if my co-op or internship is in another state?

Housing, relocation, and/or travel expenses are the responsibility of the student unless otherwise indicated by the employer.

11. Are some internships or co-ops local?

A majority of the internships and co-ops are located in the tri-state area. However, the locations may vary depending on the employer.

12. Do employers look more favorably upon a co-op vs. an internship? Which would make me most marketable?

Co-op and internship experiences both provide pre-professional experiences and an opportunity to develop valuable job skills in a “real world” environment. In both programs, you will gain career-related practical experience by working in positions that complement and support your academic preparation. Co-ops have the advantage of providing a larger, more in-depth work experience.

13. Where can I research employers by specific major?

Most employers post their internship listings through the MonsterTRAK job posting system where you can search by internship/co-op listing, keyword, and state.

14. Once I get accepted into the program, is there a maximum number of interviews I can have?

You may have multiple interviews until you have been offered and accepted a position. Please see the Career Services website for additional details about the policies and procedures regarding on-campus interviewing, <http://careerservices.rutgers.edu>.

15. Will participating in an internship or co-op affect my financial aid?

It depends. Given that each student’s situation is different, you are strongly encouraged to check with the Financial Aid office for your individual status.

16. I live out of state. Can I work in an internship or co-op in another state and still receive credit?

Yes.

17. If I have to graduate a semester late after having a co-op, will this put me behind and make me less appealing to employers? Will I miss out on good jobs?

Participation in a co-op may in fact delay graduation; however, your work experience will make you a stronger candidate. Employers indicate that students’ participation in a co-op gives them a competitive edge over those who do not.

18. Can I participate in more than one internship or co-op?

Yes. However, if spaces are limited, the program will give preference to those students who enroll in their first internship or co-op course.

19. What if the internship opportunity is a bad fit and I quit or I get fired?

You will need to notify the course instructor immediately. Then, you will likely be advised to drop the course and receive a “W” or “NC” (no credit) grade as opposed to a “failed” grade.

20. If I have a problem with a work site manager or supervisor, should I consult with someone at Career Services?

You should consult with your course instructor immediately. You can also follow up with Tammy J. Samuels, Assistant Director at the Career Services office in the Busch Campus Center, 732/445-6127 ext. 11 or email tammy.samuels@rutgers.edu.