

Frequently Asked Questions

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

The **internship track** is an experiential learning opportunities which often integrate academic learning into real world experience. This can be paid or unpaid; full-time or part-time. It is generally a low risk way to test career options that students may be considering.

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

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

Students can:

- Explore possible careers
- Apply learning in real work situations
- Gain relevant work experience and business contacts
- Earn money to help with college and living expenses

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
- Verifiable proof of the work assignment, subject to approval
- Enrolled in a minimum of 6 credits prior to the assignment

4. How many credits can I earn?

- 3 credits for part-time or full-time 15-week semester experiences – fall, spring or summer internships
- 6 credits for full-time 6 or 8-month co-op experiences during the fall (Jun. – Dec.) and spring (Jan. – Jun. or Aug.).

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 30 weeks, with a minimum of 35 hours each week, totaling 750 hours.

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

The course is online with a pass-fail basis. Credits will count towards graduation general elective credits, not the major, considering you do not have to participate with a company in your field of interest.

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 also 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 academic course.

9. How do I register?

You may register once the application and job information form have been submitted and approved and you've received a special permission for the internship or co-op online course.

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 that will take place during or prior to the start of the assignment.

For additional details or questions, please contact:

Tammy J. Samuels, Assistant Director
Career & Interview Center, Busch Campus
732/445-6127 or email tammy.samuels@rutgers.edu