

Rutgers University
College of Arts & Sciences-Internship Course
Ecollege - INTERNSHIP APPROVAL FORM

Student: Have internship supervisor complete form then return it to the Career Center for approval.

Student's Name _____ Graduation Date (M/Y) _____

Student Email _____ Phone # _____ Major _____

Company/Organization _____

Type of Organization _____

Internship Supervisor (Name/ Title) _____

Address _____

Phone Number _____ Fax Number _____

E-mail Address _____

Semester

Fall _____ Spring _____ Summer _____

Description of Internship Duties (Attach additional information if available):

Skills student will develop through this internship:

Internship Hours (Days & Times):

Is this a paid internship? Yes No Rate of Pay: _____

Signature of Internship Supervisor Date

Internship Coordinator (Career Center) Date

Return by FAX OR MAIL to: Career Center 326 Penn St. Camden, NJ 08102
Tel: (856) 225-6046 Fax: (856) 225-6511

**College of Arts & Sciences-Internship Course
Student / Employer Acknowledgment**

STUDENT

Student acknowledges that he/she understands the requirements for obtaining credit for the internship as outlined in the course syllabus. Student will promptly inform Rutgers Career Center of any change to the status of this internship (job duties, work hours) that would affect the validity of the description of the internship as outlined in the Approval Form.

Student acknowledges that he/she will follow the rules of the employer and agree to perform work assignments in a professional manner.

Signature of Student

Date

EMPLOYER

Rutgers, the State University and the participating student appreciate the cooperation of businesses and organizations in providing internships for career exploration and development.

Rutgers asks that the Supervisor promptly notify Rutgers Career Center of any significant change to the status of the internship, including job duties and hours worked. Rutgers requests that the Supervisor contact Rutgers Career Services regarding any significant issue that would impact on student's ability to complete the internship prior to terminating the internship.

The Employer understands that Rutgers University expects that internship sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace. The Employer is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and non discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

If this internship is for credit, the Supervisor agrees to complete the evaluation(s) required as outlined in the employer requirements information form.

Signature of Supervisor

Date