To successfully apply, you must complete and submit an online application. Visit careers.rutgers.edu/RICP for more information.
Make sure to save your information before moving to the next part.

Part 1 - Student Information - 2015 Spring Internship

* = required

Student last name:*
Last name

Student first name:*  
First name

Student RUID #:*  
Rutgers ID

Rutgers email:*  
Rutgers Email

Student preferred email:  
Preferred Email

Home phone:*  
Home phone (Use xxx-xxx-xxxx format)

Cell phone:*  
Cell phone (Use xxx-xxx-xxxx format)

Major:*  
--- Select Major ---

Second major:  
--- Select Secondary Major ---

School affiliation:*  
--- Select School affiliation ---

Gender:*  
--- Select Gender ---

Cumulative GPA:*  
GPA

Total academic credits earned:*  
Credits

Class year:*  
--- Select Class Year ---

Citizenship:*  
--- Select Citizenship ---

Note: Once you click "Submit Final Application," you will not be able to make any changes.
Part 2 - Internship Information - 2015 Spring Internship

* = required

Company/organization:*  
[Input field]

Company/organization website:*  
[Input field]

Industry/career cluster:*  
--- Select Industry type ---  
[Dropdown]

Internship title:*  
[Input field]

Internship supervisor name:*  
[Input field]

Internship supervisor title:*  
[Input field]

Company/organization street address:*  
[Input field]

City:*  
[Input field]

State:*  
--- Select State ---  
[Dropdown]

Zip code:*  
[Input field]

Supervisor phone number:*  
[Input field] (Use xxx-xxx-xxxx format)

Supervisor fax number:  
[Input field] (Use xxx-xxx-xxxx format)

Supervisor email address:*  
[Input field]

Choose the option that best matches where you will be completing your internship:*  
--- Select location ---  
[Dropdown]

Hours per week:*  
[Input field]
Start date:
Start date

End date:
End date

Number of weeks at internship:
Weeks

Paid?:
--- Select paid ---

If paid, rate of pay:
Hourly:
Hourly

Stipend:
Stipend

Other:
Other

Is receiving credit a requirement to participate in the internship?:
--- Select credit ---

You must check at least 1 box indicating how you found your internship:
☐ CareerKnight
☐ Faculty/dept referral
☐ Networking
☐ Company website
☐ Other

Have you previously received credit for an internship or co-op through RICP?:
--- Select previous ---

If yes, how many times have you participated in RICP:
Course Amount

Are you currently working at your internship assignment?:
--- Select working ---

If yes, when did you start:
Start date

Save and Continue  Save and Exit  Submit Final Application  Delete and Exit

Note: Once you click "Submit Final Application," you will not be able to make any changes.
*Make sure to save your information before moving to the next part.*

**Part 3 - Detailed Job Description Form - 2015 Spring Internship**

* = required

**DETAILED JOB DESCRIPTION FORM**

- Download and have your supervisor complete and hand sign one Detailed Job Description Form.
- Choose the appropriate form:
  - **Form 1:** If you are just beginning your internship or if you have been working for less than 30 days.
  - **Form 2:** If you have been working at your internship for more than 30 days.
- Once completed, upload the form as an attachment here.

Choose file to upload:*

<table>
<thead>
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<th>Browse...</th>
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<tbody>
<tr>
<td>Browse...</td>
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<td>Browse...</td>
</tr>
</tbody>
</table>

[Save and Continue] [Save and Exit] [Submit Final Application] [Delete and Exit]

**Note:** Once you click "Submit Final Application," you will not be able to make any changes.
Part 4 - Ethics Agreement - 2015 Spring Internship

ETHICS AGREEMENT
You must read and check each statement.

As a student in the program, I understand and agree to the following:

☐ I will adhere to, and abide by, all Rutgers and University Career Services policies and procedures. Rutgers and University Career Services policies are subject to revision, and it is my responsibility to be knowledgeable of the current status of all Rutgers and University Career Services policies and procedures.

☐ I understand that the Director of University Career Services has the final authority on the interpretation and application of Career Services policies and procedures.

☐ I authorize University Career Services to share with potential internship and co-op employers information included in my educational record and internship/co-op records when, in the judgment of the University Career Services professional staff, this information will be of value to my personal and/or professional development and assist in my obtaining employment. I further authorize internship/co-op employers to release an evaluation of my performance to University Career Services. I understand that in order to be eligible for the program, I must be enrolled in an internship/co-op course.

☐ I will notify University Career Services immediately if there are any changes in the job duties or compensation of my assigned internship or co-op that are inconsistent with the terms to which I initially agreed.

☐ I will notify University Career Services immediately if, in my opinion, my internship or co-op subjects me to unhealthy or unsafe conditions or illegal behavior or activities, including sexual harassment, illegal discrimination, fraud, or safety code violations.

☐ I acknowledge that I am liable for the payment of all federal, state, and local taxes imposed on the compensation I receive during my internship or co-op. I also understand that any compensation I receive during my co-op may affect my financial aid and that it is my responsibility to contact the Financial Aid Office to determine what effects, if any, will impact my financial aid eligibility.

☐ I understand that my internship/co-op is only for a specific period of time while I remain enrolled as a student at Rutgers, that my internship/co-op will expire automatically, and that I will not seek unemployment compensation benefits at the expected end of my internship or co-op.

☐ I understand that, as an international student and depending on my immigration status, I may have to obtain work authorization from the Center for International Faculty & Student Services prior to beginning an internship or co-op.

☐ I understand that as a student of Rutgers University, I am representing the University in a professional setting, and as such I am expected to uphold the same levels of conduct as outlined by the student code of conduct and therefore any act of professional misconduct, or violation of the professional code of ethics may result in consequences.

☐ I understand, acknowledge, and agree that in the event I violate any of the above provisions, or any Rutgers policy or procedure, I may be subject to the following sanctions: loss of academic credit for the internship or co-op experience, loss of eligibility to participate in future internships or co-ops, referral to the Rutgers Office of Student Judicial Affairs.

University Career Services requires that you certify your application by submitting an electronic signature. This electronic signature represents an actual signature for the purposes of this application. I acknowledge that I have read, understood, and accept the requirements of the Rutgers Internship & Co-op Program. All information provided in my application is accurate and true.

Type your full name here: [Full Name]

Save and Continue  Save and Exit  Submit Final Application  Delete and Exit

Note: Once you click “Submit Final Application,” you will not be able to make any changes.