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The Office of Career Exploration and Success provides students with resources for choosing a college major, developing career plans, creating resumes, finding internships, co-ops, and full-time jobs, contacting alumni, developing graduate school plans, and making successful career transitions.

The Office of Career Exploration and Success and all academic departments at Rutgers share a similar mission: to prepare our students for meaningful and productive careers beyond Rutgers. Whether students are gearing up for graduate school or the workplace, they will benefit from the partnerships that are formed between Career Exploration and Success and your organization.

**Office Locations and Information**

**Gateway Transit Village**  
106 Somerset Street, 4th Floor  
New Brunswick, NJ 08901  
Phone: 848-932-7997

**Career and Interview Center**  
Busch Campus Center  
604 Bartholomew Road  
Piscataway, NJ 08854  
Phone: 848-445-6127

Website: careers.rutgers.edu  
Email: internships@echo.rutgers.edu

**Vision Statement**  
All Rutgers-New Brunswick students will make successful transitions from their academic pursuits to their first-choice post-graduation destinations based upon clear understandings of the career development process, competitive credentials, access to a robust employer base, and mastery of contemporary strategies for identifying and securing career options that reflect their unique interests, skills, and aspirations.

**Mission Statement**  
Career Exploration and Success is committed to assisting students with making connections between their academic experiences and career paths. We provide career-related counseling, resources, and programs to help individuals clarify academic and career goals, establish career plans, develop job-search skills, and make successful career transitions. We build relationships with alumni, employers, and graduate schools to optimize internship, job, and career opportunities while also creating strategic partnerships with campus departments to assist students with developing and articulating co-curricular experiences that will help to ensure they are competitive in their future pursuits.
SERVICES FOR EMPLOYERS

Our Students

We look forward to building a partnership by offering a comprehensive portfolio of services to meet your goals. The benefits of developing and maintaining a partnership with Rutgers-New Brunswick include:

- A **diverse student body** with over 40,000 students from all 50 states and more than 100 countries that represent over 100 **undergraduate Majors** and more than 160 **graduate Programs**, taught by **nationally recognized faculty**.

- Students with **real world experience** who are exposed to career-related programs including internships, externships, research, leadership, and career development events and workshops.

- **Conveniently located campus** within the northeast corridor, centrally located between New York and Philadelphia, which enables increased campus visits and internship accessibility for students.

Recruitment Overview

- **Set up a Rutgers Handshake Employer Account**
  - Post positions for eligible students and alumni, register for career and internship fairs, sign up for on-campus interviewing, host employer information and networking sessions and much more.
  - Visit careers.rutgers.edu/handshake to set up a Rutgers Handshake account.

- **Rutgers Internship & Co-op Program (RICP)**
  - Students can receive three or six academic credits through participation in an online course aligned with an internship or co-op respectively

Visit careers.rutgers.edu for current information about our events, career and internship fairs, and recruiting at Rutgers. If you would like to speak with a member of our Employer Relations team, please email recruiting@echo.rutgers.edu or call 848-445-7287.
RESOURCES ON CREATING AN INTERNSHIP

We recommend the following resources for information on creating new internship programs:

“Starting and Maintaining a Quality Internship Program”
by Michael True

Available for free at:

“Building a Premier Internship Program: A Practical Guide for Employers”
by Julie Cunningham

Available for purchase at:
http://www.naceweb.org/store.aspx
INTERNSHIP CRITERIA

Types

1. Traditional Internships

Rutgers Career Exploration and Success recognizes the following as internships/co-ops:

1. Carefully monitored work or service experiences in which students have intentional learning goals/objectives and reflect actively on what they are learning throughout their experiences.
2. Positions that promote academic, career, and/or personal development.
3. Internship positions that may be paid or unpaid. Co-op positions must be paid.

Adapted from materials published by the National Society for Experiential Education (NSEE).

We are committed to ensuring that our students are pursuing paid or FLSA-Compliant opportunities that allow for professional and personal development and growth. While most internship opportunities are great field experiences, we want them to take every chance to learn, grow and assess each experience. We aim for the following:

1. Carefully monitored and structured work experience in which a student has intentional learning goals and reflects actively on what they are learning throughout
2. Positions that promote academic, career and/or personal development
3. Positions supervised by a full-time professional staff member

Adapted from materials published by the National Society for Experiential Education (NSEE).

**If the internship is unpaid, the position must be compliant with the FLSA Guidelines by the Fair Labor Standards Act.**

Rutgers Career Exploration and Success does not recognize the following as internships/co-ops:

1. Volunteer positions with for-profit organizations.
2. Research positions
3. Positions involving payment for participation as a research subject.
4. Positions that are commission only. Positions that have a salary plus commission are acceptable.
5. Positions performed in private homes, including but not limited to childcare, gardening, housekeeping, and respite care.
6. Camp counselor positions.
7. Positions obtained from temporary agencies or third-party recruiters.
8. Multi-level marketing opportunities.
9. Positions that require any investment by the student, for instance, having to purchase equipment or products in order to earn a wage or paying for necessary training.
10. Ongoing part-time or full-time jobs that do not relate to the student’s intended industry and/or field of study?
11. Positions that are in-person that do not adhere to the corresponding state’s COVID-19 safety guidelines and practices
12. Positions in organizations that have been established for less than six months
13. Positions that are supervised by other interns or peers, rather than a full-time employee
14. Unpaid positions that require a schedule of 30+ hours a week for at least 20 weeks

Career Exploration and Success will not sign “hold-harmless” agreements. Please refer to Page 10 for a “Sample Internship Description.”

INTERNSHIP CRITERIA

Types (cont.)

2. Virtual Internships

The majority of internships posted at Rutgers are traditional internships, where student interns work at the same physical locations as their supervisors and have professional and safe work spaces. If you are interested in posting a virtual internship at Rutgers, you must indicate this in the job title (i.e. Social Media Virtual Intern). All virtual internship position descriptions must meet the NACE criteria for internships, in addition to the criteria below. We will review descriptions carefully to see that both sets of criteria are met before approving the posting.

Criteria for Virtual Internships

1. Organizations and students need to agree on clear, detailed position descriptions which covers all expectations and outline what will constitute successful internships.

2. The internship sites must use some type of online project management tools that are shared and will allow the supervisors to go online and monitor the work to be completed. Work must be stored in a “cloud” and not on personal computers.

3. The internships includes regular required email reports (weekly, at a minimum) where the students asks any questions that they may have and provide information such as hours worked, challenges or problems encountered, and results obtained.

4. The internships includes weekly virtual meetings on Skype or a similar technology; if virtual meetings are impossible, weekly phone conversations are expected.

5. For local virtual internships (the sites are not far, but you are allowing the students to work offsite), it is required that you schedule at least one face-to-face meeting in a public place for project planning, progress review, feedback, and mentoring.

6. Organizations should make virtual interns a part of regular operations as much as possible, for example, including the interns in opportunities such as company meetings or client visits.

Please refer to Page 11 for a “Sample Virtual Internship Description.”

Learning Objectives

Learning objectives are intended to help manage and reflect upon the educational and experiential outcomes of the internship or co-op. In addition, it will help evaluate performance at the conclusion of the work experience. Learning objectives should be specific, measurable, and within the intern’s ability to accomplish.

We require students and employers to work together and create learning objectives at the beginning of the internship or co-op. These objectives should then be revisited at the end of the internship/co-op. They are helpful in creating job descriptions as well.
Compensation

Rutgers strongly encourages and supports employers that pay for work experience regardless if it is being done for credit or not. **Students can earn both pay and credit for an internship.**

The most common method of paying interns is offering an hourly wage. In addition to hourly salaries, employers can offer a stipend and/or a scholarship. Offering students some form of compensation will increase the pool of better qualified and motivated applicants. Furthermore, the out-of-pocket costs associated with compensating interns may produce a strong return on investment and “pay-out” over the long run in the form of lower recruiting costs and reduced turnover.

We recommend reviewing the latest salary and benefit data for interns and co-ops from **NACE: Guide to Compensation for Interns & Co-ops.**

Hourly Wage

From employers surveyed, the following salary ranges have been reported for Rutgers University student interns:

- **Computer Science/Engineering:** $18–30/hour
- **Business:** $15–30/hour
- **Liberal Arts:** $10–25/hour

The National Association of Colleges and Employers utilizes the following matrix when calculating hourly wages for undergraduate interns.

<table>
<thead>
<tr>
<th>Level in School</th>
<th>Pay Rate</th>
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<tbody>
<tr>
<td>First-Years</td>
<td>60% of new graduate rate</td>
</tr>
<tr>
<td>Sophomore</td>
<td>67% of new graduate rate</td>
</tr>
<tr>
<td>Junior</td>
<td>75% of new graduate rate</td>
</tr>
<tr>
<td>Senior</td>
<td>80% of new graduate rate</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>75% of new graduate rate (advanced positions)</td>
</tr>
<tr>
<td>Graduate Student (top M.B.A. school)</td>
<td>80-90% of new graduate rate (advanced positions)</td>
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Compensation (cont.)

Example
John is a junior majoring in communication studies. He has been offered a summer internship at an advertising agency within the Account Service department.

Starting salary for an Account Coordinator at a full-service advertising agency is $30,000/year. $30,000 x .75 = $22,500.

To get to the hourly wage or monthly stipend use the following calculations:
$22,500/12 months = $1,875 (monthly rate)
$22,500/52 weeks = $432.69 (weekly rate)
$432.69/40 hours = $10.81 (hourly rate)

Stipend
If employers cannot provide an hourly wage, many compensate students with a daily, weekly, monthly, or semester stipend. These stipends vary greatly depending on the industry and travel costs.

Un-Paid
Should you choose to not pay interns, be sure that your position is compliant with Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act. If you are a non-profit organization, please refer to the National Council of Nonprofits: Nonprofit Interns for information regarding paid/unpaid internships.

**Note that students who choose to earn academic credit for their internship must pay for these credits as if they were taking any other academic course. In addition, students may encounter higher commuting costs to internship locations and may need to pay for meals off campus.
WRITING AN INTERNSHIP DESCRIPTION

Traditional Internship (example)

Job Description: Marketing Intern

Title: Marketing Intern
Supervisor: Henry Rutgers, Marketing Coordinator

Responsibilities:
• Assist in the execution of outreach efforts to professional staff and employers related to cooperative education and internships
• Assist with developing marketing strategies for promoting programs and services and association image including a promotional brochure
• Assist with branding and logo
• Assist with developing a marketing campaign for membership recruitment, programs, and events
• Assist with other tasks as assigned by the VP of Communications

Qualifications:
• Self-starter; able to work well without constant direction
• Strong oral and written communication skills
• Strong organizational skills and attention to detail
• Strong computer skills
• Previous marketing skills strongly preferred
• Communications, marketing, and graphic design majors preferred
• Minimum cumulative GPA of 2.50

Skills to be developed:
• Enhance written and oral communication skills
• Learn about practical marketing strategies
• Foster a rapport with career practitioners and employers
• Exposure to Adobe and Publisher

Time Commitment: 15 hours a week for a minimum of 12 weeks (fall semester)
Compensation: $12/hour; academic credit bearing
Duration: September 4 – December 10 (excluding Thanksgiving break)
To Apply: Submit a cover letter and resume to our job posting on Rutgers Handshake.
Virtual Internship (example)

Job Description: Marketing Intern Social Media Virtual Internship

Title: Social Media Virtual Intern
Supervisor: Henry Rutgers, Marketing and Public Relations Coordinator

Responsibilities:
• Write creative posts for the Career Exploration and Success website and blog
• Update and develop all social media accounts (LinkedIn, Facebook, Twitter) to reflect most recent events and information
• Research social media best practices and ideas from other organizations and universities
• Provide support as needed on various marketing and social media projects
• Upload final projects on social media sites and drafts will be developed, stored, and evaluated in GoogleDocs
• Send weekly report of hours worked and questions to supervisor
• Assist in the execution of outreach efforts to professional staff and employers related to cooperative education and internships
• Assist with branding and logo
• Assist with developing a marketing campaign for membership recruitment, programs, and events
• Attend staff meetings when necessary (in person or conference call)

Qualifications:
• Must be available to meet once a week with the Marketing and Public Relations Coordinator to discuss progress on projects (in person, on the phone, or some form of face-time)
• Self-starter; able to work well without constant direction
• Strong oral and written communication skills
• Strong organizational skills and attention to detail
• Strong computer skills; experience with social networking sites
• Previous marketing skills strongly preferred
• Minimum cumulative GPA of 2.50

Skills to be developed:
• Enhance written and oral communication skills
• Learn about practical marketing strategies

Time Commitment: 15 hours a week for a minimum of 12 weeks (fall semester)
Compensation: $10/hour; academic credit bearing
Duration: September 4 – December 10 (excluding Thanksgiving break)
To Apply: Submit a cover letter and resume to our job posting on Rutgers Handshake
RUTGERS INTERNSHIP & CO-OP PROGRAM (RICP)

The RICP is an optional opportunity for students to earn academic credit for their internship or co-op positions through participation in an online course. Students must meet certain GPA and credit requirements to participate.

In order for an internship to qualify for three credits through RICP it must be a:
- Minimum of 180 hours of work
- Minimum of 12 weeks during the spring or fall semester (8 weeks during the summer)
- Paid or Unpaid

In order for a co-op to qualify for six credits through RICP it must be a:
- Full-time for a 6-month period
- Minimum of 690 hours of work
- Minimum of 23 weeks; spring: January – June; fall: June – December
- Paid

This program is sponsored by Career Exploration and Success and the School of Arts and Sciences.

Visit careers.rutgers.edu/RICP for more information. However, there are other credit bearing opportunities offered at Rutgers University. Note that students must apply to receive academic credit for their internship/co-op.

### Internships vs. Co-ops

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<th>Internships:</th>
<th>Cooperative Education (Co-ops):</th>
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<td>Internships integrate knowledge and theory learned in the classroom with practical application and skill development under direct supervision in a professional setting. An integral component that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives.</td>
<td>Co-ops provide students with work that is directly related to the student’s major or career goal. Typically a student will alternate terms of full-time classroom study with terms of full-time, discipline related employment. Virtually all co-op positions are paid.</td>
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CONTACT INFORMATION

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