**Directions to students:** Complete all information on this form and have your internship supervisor review and sign the Employer’s Agreement (electronic signatures or email agreements are acceptable), and forward to Connie Pascal at [cpascal@comminfo.rutgers.edu](mailto:cpascal@comminfo.rutgers.edu) **no later than May 30, 2025.** When your proposal is approved, you will receive a special permission number for the course. You need to include the following:

* Signed Proposal – Both Student and Employer must sign
* Student’s Current Resume
* Signed Offer Letter from Employer (copy of email is acceptable – contact instructor if you have questions)

**Description of work**: The student will negotiate or gain a work placement of approximately 150 hours. The internship provides supervised professional work experience in a corporate, research, or educational setting, where there is opportunity to apply and further develop knowledge and skills acquired in the Information Technology and Informatics course work. Upon completion of the internship, the student should be able to

* Gain knowledge and experience of working as an information technology professional
* Develop skills of negotiating job placements / add to resume
* Analyze work opportunities in terms of goals, responsibilities, tasks, outputs, and performance indicators
* Apply knowledge and technical competencies acquired within the major
* Analyze workplace survival and success mechanisms
* Develop workplace problem-solving skills
* Evaluate workplace experiences
* Develop an understanding the importance of professionalism and continuing professional development in information technology environments.

**Part One: Student Information**

**Student’s full name**:

**NetID:**

**RUID:**

**Preferred email address**:

**Preferred phone number**:

**Current street address**:

**Overall GPA:**

**ITI GPA**:

**Anticipated graduation date**:

**Number of ITI credits accumulated [** (not including 101, 102, or 103) prior to the start of the internship. Include number and name.

1. 04:547:       -name

2. 04:547:       -name

3. 04:547:       -name

4. 04:547:       -name

5. 04:547:       -name

6. 04:547:       -name

7. 04:547:       -name

8. 04:547:       -name

**Other relevant transfer credits (e.g. CS 111 and / or 112):**

**How did you find out about your internship? (check one)**

* **Employer Website**
* **LinkedIn**
* **Online Job Posting - Which online job posting site? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Recruiter**
* **Referral**
* **Rutgers Career Services**
* **SC& I Career Services**
* **Social Media**
* **Social Media Source (circle one) Facebook, Instagram, SnapChat, Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART TWO: EMPLOYER INFORMATION**

**Employer / Organization sponsoring internship**:

**Department**:

**Employer / Organization website:**

**Internship dates: From**       **to**

**Workplace supervisor name**:

**Workplace supervisor title**:

**Workplace supervisor’s workplace email address**:

**Workplace supervisor’s workplace mailing address**:

**Workplace supervisor’s workplace phone number**:

**Is internship compensated or uncompensated in any way?**

**If compensated, what is your rate of pay or compensation offer (including travel reimbursement, meals, bonuses, or perks. This field is optional)?**

**Description of organization sponsoring internship (in your own words – do not copy from the employer’s job posting or website).**

**Your position, title, or role as intern in this organization:**

**Where are you going to be performing your work (location, online, etc.)?**

**Overall job description and responsibilities:**

**Learning goals (These should be measurable goals, like “To learn to work with databases”; “to design the front end of a database”, or “To create a website”, etc.)**

**How will at least three of the ITI courses that you’ve completed relate to your tasks at the internship? Explain.**

**Student Intern’s Signature and Date:**

**I,       agree to the terms of this internship and will complete my activities in an ethical and responsible manner representing my university and department with integrity.**

**Date:**

**Student Intern Signature:**

*(Students: Please give the following form to your supervisor and ask them to review the information and sign and date the form. Include the signature page along with your signed proposal and current resume).*

**PART THREE: EMPLOYER AGREEMENT / ACCEPTACE OF INTERNSHIP TERMS**

**At Rutgers' School of Communication and Information, an internship for credit has two components:**

1. An experiential component, supervised by a qualified and experienced professional, were the student works on site within an organization in an Information Technology and / or Informatics (ITI) role. In the role of ITI intern, the student has the opportunity to participate in the professional practice of ITI field.
2. An academic component, supervised by a qualified and experienced instructor, in which students are able to reflect on and learn more about how their work experience relates to their classroom learning and how to apply the theories and ideas they have learned in a work setting.

**Employers hosting student interns are encouraged to pay interns a competitive rate for their work and/or for their travel to the worksite. If the internship is unpaid, it must comply with the U.S. Fair Labor Standards Act (FSLA) and conform to the ‘primary beneficiary’ test to distinguish employees from interns. The primary beneficiary test is a ‘flexible test’ where the following seven non-exhaustive factors as outlined by the U.S. Department of Labor FSLA must be met in order for the internship to be unpaid:**

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

**Workplace Supervisor’s Signature and Date**

Please sign and date to confirm this student’s internship opportunity and conditions of employment and to indicate that, if the internship is unpaid, your organization is in compliance with the FLSA and that you understand its impact on the internship you are offering. (Electronic signature is acceptable). You can return this signed form to the student or return directly via email to Connie Pascal at [cpascal@comminfo.rutgers.edu](mailto:cpascal@comminfo.rutgers.edu)

**Student Intern’s Name:       Employer / Organization :**

**Supervisor’s First Name:** **Supervisor’s Last Name:** **Supervisor’s Title:**

**Supervisor’s Signature:       Supervisor’s Employer Email Address:**

**Date:**

**Further resources:**

* Rutgers University's Office of Career Services: <http://careers.rutgers.edu/page.cfm?page_ID=315&section_ID=9>
* Employer Internship Handbook: <http://careers.rutgers.edu/userfiles/files/Employer%20Internship%20Handbook_11x8%205%20(3).pdf>.
* United States Department of Labor – Fact Sheet #71: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>