

SEBS SPIN Internship Guidelines and Policies

1. A maximum of 6 credits in internships or co-op placements can be earned toward my graduation requirements.
2. Internship placements should relate significantly to my academic program and/or career goals, as determined and approved by my academic department and the SPIN coordinator.
3. If I use SPIN's resources in arranging a one-semester or summer work placement, I must enroll in the full internship experience, including all academic components.
4. I understand that all academic evaluation and grading will be the responsibility of my faculty sponsor.
5. I understand that internships are subject to Rutgers SEBS academic policies.
6. I will pay tuition in accordance with the SEBS schedule of semester or summer session fees for any credits earned through an internship or co-op arrangement.
7. To be eligible for an internship, I must be at least a sophomore with a cumulative GPA of 2.0 or higher.
8. To participate in the internship experience, I must have a SEBS faculty sponsor.
9. I understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. I will be responsible for notifying the employer in case of absence.
10. Any change in my placement status (layoff, cutback in hours, dismissal) must be reported immediately to the SPIN office.
11. I may not withdraw from a placement except in severe and justifiable circumstances as determined by the SPIN Coordinator in consultation with my internship employer. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition.
12. I understand the SPIN Coordinator may take any actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the SPIN program, including termination of the internship experience.