

BA Internship Guidelines & Questionnaire

Public and Nonprofit Administration: Service Learning I or II

Description:

The Public and Nonprofit Administration undergraduate program at Rutgers University – Newark promotes civic engagement, strengthens teaching and learning, and builds collaborative partnerships through public service, service learning, academic scholarship, and community-based research. The purpose of the internship program is to afford students an opportunity to translate their academic training into practical application and gain an overall perspective and understanding of the public, government, and nonprofit sectors.

Eligibility Requirements:

- Must be currently matriculated student in SPAA (School 40)
- Completion of 24 credits in residence for FY students or 12 credits for transfer students
- Must be in good academic standing for the semester of registration (2.000 or better)
- Students on F1/J1 status must check with Office of International Student and Scholar Services (OISS) - <https://myrun.newark.edu/oiss> for eligibility criteria
- Internship duties reflect SPAA's mission
- Completion of the following prerequisites:
 - Introduction to Public Administration
 - Introduction to Nonprofit Administration
 - Ethical Public Service
 - Public Service Organizations*
 - Leadership for Service Professionals*

***Students can register for a course in the same semester as an internship**

General Instructions: (The following steps **MUST be completed.)**

- Student and Site Supervisor complete all components of Service Learning Internship Questionnaire
- Employer/Supervisor attaches job offer letter or job description
- Student on F1/J1 status must submit the CPT form with Questionnaire, if required- <https://myrun.newark.rutgers.edu/forms-0>
- Student registers and completes Handshake profile – <https://rutgers-newark.joinhandshake.com/login/>
 - Screenshot of Handshake profile home screen must be attached to Questionnaire
- Student attaches updated copy of their resume- For resume writing support meet with a Career Development Center staff member: http://cdc.newark.rutgers.edu/CDCRUN18/CDC_Services.html
- All documents **MUST** be submitted together – Questionnaire, job offer letter/job description, resume, Handshake printout, and CPT form, if required
- If Questionnaire is approved, students will receive email confirmation and special permission number (SPN) to register for 4-credit service learning internship and seminar course
- Student **MUST** attend seminar class during the same semester of completing internship, unless authorization is granted by Assistant Dean for Undergraduate Programs (i.e Completing internship during study abroad experience)

Deadline Dates for Questionnaire Submission:

Students interested in completing internships during the semesters and/or summer sessions **MUST** submit **COMPLETED** Questionnaire by the following dates

- Fall Semester – August 15th Complete internship from Sept. – Dec.
- Spring Semester – December 1st Complete internship from Jan. – May
- Summer Session – April 15th Complete internship from May/June – August

Part 1 - Student Service Learning Questionnaire (Please Print Clearly)

Academic Information:										
Last Name:	First Name:	MI								
Student RUID#:	Personal Email Address:									
Cell Phone#	Rutgers Email Address:									
Permanent Address: (Street, City, St, Zip)										
Which semester are you applying for an internship?		Which service learning internship are you completing?								
<table border="0"> <tr> <td><u>Semester</u></td> <td><u>Year</u></td> </tr> <tr> <td>___ Summer</td> <td>20 ___</td> </tr> <tr> <td>___ Fall</td> <td>20 ___</td> </tr> <tr> <td>___ Spring</td> <td>20 ___</td> </tr> </table>	<u>Semester</u>	<u>Year</u>	___ Summer	20 ___	___ Fall	20 ___	___ Spring	20 ___	___ Service Learning Internship I –40:834:430 ___ Service Learning Internship II –40:834:431 <i>For Office Use: Index#</i> _____ <i>SPN#</i> _____	
<u>Semester</u>	<u>Year</u>									
___ Summer	20 ___									
___ Fall	20 ___									
___ Spring	20 ___									
Have you completed the pre-requisites? Yes ___ No ___ *(If not then mark with x the needed course(s) below) Introduction to Public Administration: _____ Introduction to Nonprofit Administration: _____ Ethical Public Service: _____ Public Service Organizations: _____ Leadership for Service Professionals: _____		Complete the following: 2 nd Major: _____ Minor: _____ BA/MPA Candidate: Yes or No Expected Graduation Date: _____								
Number of credits completed to date: _____ Cumulative GPA: _____ # of Credits attempted for this semester: _____ You should not register for more than 13-16 credits while completing an internship.		Select Your Current Authorization/Citizenship: (Students on a F1/J1 visa may only work 20 hrs. per week due to visa regulation) ___ US Citizen ___ US Permanent Resident ___ F-1 Visa F1-J1 Students: Will you apply for CPT _____ OPT _____ None ___								
Internship Information:										
Internship Start and End Date:		Internship Title:								
Start Date: _____ End Date: _____										
Estimated Days/Work Hours for the Semester:										
# of hrs. per week: _____		Days of Week: _____								
Company/Organization Name:										
Company/Organization Address: (Street Address, City, State, Zip)										
Supervisor Name/Title										
Supervisor Email Address:										
Supervisor Phone:										

Part 2 – Student Service Learning Assignment

Application Deadline and Course Registration: Students are responsible for ensuring they are registered for the 4-credit internship and seminar course. If you are concerned about your registration, contact the Office of Student and Academic Services in SPAA.

Internship Seminar: Students are registered for a formal seminar course which includes assignments, class sessions, activities, homework, and relevant deadlines. Please refer to the syllabus provided by the faculty member to remain in good standing. Deadlines for class assignments are established by faculty.

Attendance during Internship: Students are expected to show up for their internship according to the signed Questionnaire. Attendance must be verified weekly. Arriving late and departing early is disruptive to the organization and its staff.

Professionalism: The School of Public Affairs and Administration is a professional school. We expect our students to represent the high standards expected of SPAA. Students will demonstrate honesty, punctuality, courtesy, cooperative attitudes, proper hygiene, grooming habits, appropriate dress attire and willingness to learn. Students should adhere to the policies, procedures, and dress code of the organization or agency.

Personal Devices: Use of personal technological devices are limited to appropriate professional conduct as explained by the internship supervisor. A best practice is to place cell phone on vibrate to avoid disturbing staff members. In addition, internet use should be kept to professional activities and not used to email friends and/or visit social media pages.

Unforeseen Issues: Students who encounter any issues while interning with the organization should notify the supervisor immediately. If the issue or situation continues, contact the Assistant Dean for Undergraduate Programs and/or faculty teaching seminar course.

Restrictions: Internships are expected to integrate academic and professional experiences. Therefore, academic credit will not be awarded retroactively for previous employment or internship experiences. *For example: Students cannot complete an internship during the summer and register for the seminar course during the fall semester.* Similarly, students will not receive internship credit for normal duties performed through a pre-existing employment. Internal internships performed with pre-existing employer must be separate and distinct from daily responsibilities. Internal internships must be discussed and approved by the Assistant Dean before a Questionnaire is executed.

Paid/Unpaid Internships: Students must understand that all internships (paid or unpaid) are educational learning experiences, and the intern is not entitled to a promise of employment at the completion of the structured learning experience.

Successful Completion: To receive full academic credit, students must complete 150 hours as designated by the time sheet form, complete mid and final evaluations from themselves and supervisors, and maintain satisfactory academic progress in the seminar course.

Failure Grades: Should the supervisor contact SPAA about inappropriate behavior and/or termination from the internship site, students will receive a failing grade for the internship and seminar course.

I acknowledge that I have read and understand the requirements listed in this Questionnaire and agree to the standards and policies of the Service Learning Internship program in SPAA. All of the information provided is accurate to the best of my knowledge.

Student Name (Print)

Student Signature

RUID

Date

Part 3 – Service Learning Internship Acknowledgements:

Internship Assessment: The quality of internships, both the degree of professional experience gained by students and the quality of work they perform, will be assessed at the mid-point and end of each semester. Interns will complete evaluation forms that document their experience, and internship supervisors will complete forms to evaluate the intern’s performance.

These forms serve two purposes. First, supervisor ratings of interns are considered in the assignment of a grade. Second, intern ratings will guide decisions whether to approve future internship applications with the sponsoring agency/organization. Third, the Assistant Dean of Undergraduate Programs will utilize the forms to conduct mid-semester site visits and/or inquiries with the supervisor about the intern’s performance.

Internship Compliance: Employer Compliance with anti-discrimination and workplace safety statues by Internship Sponsor Site:

In accepting students for internships, _____ understands that School of Public Affairs and Administration (SPAA) at Rutgers University –Newark expects that internship sites will fully comply with applicable federal, state, and local laws relating to workplace safety and to discrimination in the workplace.

_____ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, and marital status, age, disability, and veteran status. This commitment includes equal opportunity and non-discrimination on the basis of sexual orientation and compliance with the American Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

Acknowledgement: Assignment is not considered valid unless signed by student and site supervisor.

This assignment does not entitle the intern to a job at the conclusion of the internship period.

Student Signature: _____

I agree to provide service during the specified hours to the organization/agency to the best of my ability. I agree to display the utmost professional behavior expected of a SPAA undergraduate student.

Supervisor Signature: _____

I agree to provide the student with an opportunity to gain knowledge and develop an understanding of a specific organization function. I agree to supervise activities and provide feedback for professional growth.

For Department Use Only:

Eligibility Criteria Completed: Yes No Other

Study Abroad Internship Location: _____

Term/Year: _____ **Index #:** _____ **SPN:** _____

Authorized: _____

Date: _____