

Syllabus for SGS Internship

Participants: PhD candidates who have been enrolled full-time at Rutgers-School of Graduate Studies at least one year and have successfully completed their propositional qualifying exam. Master's students who have completed at least one year in the program and have maintained a GPA of 3.0 or above.

Semester: This course is offered in the Fall and Spring Semesters.

Credits: This is an elective course offered for 3 advanced research credits. Since PhD students are required to have at least 24 credits of advanced research for graduation, this course directly counts towards a student's formal degree credit requirements. This is an elective course for Master's students and will count towards the 21 credits of elective coursework.

Requirements: The job responsibilities of the internship will be reviewed by the SGS Newark course director. An internship must have a strong educational component. A minimum of 130 hours is required over the course of the semester. F1 students are limited to a maximum of 20 hours per week. Only one internship is allowed per student during graduate school.

Registration: The internship must be arranged with the employer prior to registering for the course and is not transferable to another employer. Once students have arranged the internship, they will be required to fill out an internship registration form. The course director will evaluate the work involved and determine if it qualifies to be counted as advanced graduate level research. If it is determined that the work is acceptable and the student meets the other qualifications, the student's internship will be approved. When the internship is approved, the student will be manually registered by the Registrar's office.

Evaluation: To successfully complete the Internship course, a final report detailing the internship experience must be submitted by the student to the course director and should include examples of work performed and a current resume. An evaluation of the student by the internship supervisor will be required. Additionally, an evaluation of the employer by the student must be completed. Master's students: Upon completion the student will submit an internship report. The report must include the following sections: Title page, Table of Contents, Background, Internship Experience with detailed description of hard and soft skills learned, Conclusion, and Future Directions.

Grading Policy: This course is graded P/F

Course Directors:

Andrew Thomas, Senior Associate Dean

Carol Lutz, PhD, Associate Dean

Doreen Badheka, PhD, Assistant Dean