

**Co-Op Program                    14:155:496, 497**  
**Internship Program            14:155:495**

**Fall, spring, and summer semesters**

**Instructions:**

- 1) Review this Internship/Co-Op Packet.**
- 2) Fill out the application form.**
- 3) Email the completed form along with the offer letter to undergraduate program director  
Dr. Yee Chiew, [ychiew@scarletmail.rutgers.edu](mailto:ychiew@scarletmail.rutgers.edu).**

# Co-Op/Internship Program

## What is the co-op/internship program?

The co-op/internship program allows you to take an apprenticeship-engineering job in industry during the pursuit of the B.S. degree in the discipline.

## What are the requirements?

The co-op/internship program requires: (1) the approval of the Undergraduate Director; (2) good academic standing ( $\geq 2.5$  GPA required); (3) a written report from the student upon completion of the internship work experience; and (4) a brief evaluation of the student's work from the immediate internship supervisor upon completion of the work experience.

## What is the difference between co-op and internship?

The duration of the **co-op program** is a minimum of six continuous months of full-time employment. Partial credit cannot be issued. A maximum of six (6) credits are allowed toward the 130 credits required for graduation. **Internships** are short-term work experiences, typically full-time during the summer or part-time during the academic year. Three (3) internship credits are allowed toward the 130 credits required for graduation.

## How many internship credits are allowed?

- 1 credit = 4 weeks of full-time work hours (40 hr per week)
- 2 credits = 8 weeks of full-time work hours (40 hr per week)
- 3 credits = 12 weeks of full-time work hours (40 hr per week)

## How do I look for a co-op/internship position?

You are encouraged to look for the co-op/internship position on your own. However, you can also meet with your advisor to ask for leads. Positions are e-mailed to students when available. You can also contact Career Services.

## Should I participate in the co-op/internship program?

If you prefer experimental and practical work to theoretical work, and if you like to work with people (or seeking the experience of working with people), this is the experience for you. If you need money to pay for your education, participation in the internship program is a way to help alleviate your financial problems. Employers and graduate schools value this experience.

## Can I get a job on campus for co-op/internship credits?

In general, no. Co-op/internship credits are those earned from industrial jobs. If you are interested in doing research, register for Department sophomore, junior, or senior research. These do not count as co-op/internship credits.

## **Guidelines for Co-op and Internship Report and Survey**

**14:155:496/497 and 14:155:495**

Students are required to submit three deliverables upon completion of their internship or co-op employment: (i) student report, (ii) student survey; and (iii) employer survey. Students will receive a NC grade if the above are not received in a timely manner.

**Student Report.** Guidelines for the report is given below. Upload your report onto Canvas.

**Student Survey Form.** Students must fill out a student survey form which can be downloaded from Canvas. Upload the completed survey form onto Canvas.

**Employer Survey Form.** Students must have their supervisor fill out an employer survey form and return it to the CBE undergraduate program director ([ychiew@soe.rutgers.edu](mailto:ychiew@soe.rutgers.edu)). Download the employer survey form from Canvas and forward it to your supervisor/employer to complete. This survey asks the employer to evaluate the student employee and the quality of training and education that Rutgers has provided.

These three items must be completed after each semester. Students will receive a NC grade if these three items are not received by the CBE undergraduate program director in a timely manner.

### **Guidelines for the Report:**

Students must submit a report that summarizes their employment experience and relates the job experience to their CBE curricula. In particular, the report should include an introduction section that describes the employment position and responsibilities.

The body of the report should include

- A description of the job tasks that you performed
- How those related to chemical engineering
- What courses and curricular lessons helped you in handling those tasks
- What lessons you learned and what skills (technical and non-technical) were gained
- Any possible feedback or recommendations that you might provide the company based on your experience
- Any possible feedback or recommendations for the CBE department on how it could adapt/expand its curricula to better address employment training
  - Any other aspects you feel is relevant to your training

For completeness, you should aim for roughly a 5 page report for a 1-credit internship, and roughly 10 pages for either a 2-3 credit internship or the 6-credit co-op employment.



Department of Chemical & Biochemical Engineering  
Rutgers University – New Brunswick

### Chemical Engineering Co-op and Internship Application

This form is to be completed by chemical engineering undergraduate students before registering for the course 14:155:495 (Internship) or 14:155:496/497 (Co-op) credits. The internship/co-op must be approved by the Undergraduate Director. Once approved, a special permission number will be emailed to you for registration. Fill out **Section A** and **Section B** of this form. Please ask your supervisor to fill out and sign **Section C** of the form. After you have received the signed form from your supervisor, email it to the Undergraduate Program Director along with the co-op/internship offer letter.

#### Section A: Student Information

Name (first name/last name): \_\_\_\_\_

RUID: \_\_\_\_\_ Netid: \_\_\_\_\_

Email: \_\_\_\_\_

Course name (you must select one):  155:495 Internship (1 to 3 cr)

155:496/497 Co-op (6 cr)

Semester/Year: \_\_\_\_\_

Co-op experience (two semesters full-time work, 40-hr per week), register for 6 credits.

Internship experience (one semester), one credit = 4 weeks of full-time (40 hr/week) employment.

Number of credits: \_\_\_\_\_

#### Section B: Employment Information

Name of employer: \_\_\_\_\_

Student's co-op/internship duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Number of work hours per week: \_\_\_\_\_

Supervisor's name and email: \_\_\_\_\_

**Section C: To be filled out and signed by your supervisor**

I certify that (student's name) \_\_\_\_\_ has been offered co-op /  
internship employment with (employer name) \_\_\_\_\_ for the time  
period/work hours stated in Section B of this form.

\_\_\_\_\_

Name of supervisor

\_\_\_\_\_

Signature of supervisor

\_\_\_\_\_

Date

December 2021