

Syllabus for SGS PhD Internship
Course #9000S

Participants: PhD candidates who have been enrolled full-time at in the School of Graduate Studies at Rutgers University at least one year and have successfully completed their propositional qualifying exam. Students must ask permission of their PI prior to applying for internships.

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.

Requirements: The job responsibilities of the internship will be reviewed by the SGS 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.

Grading Policy: This course is graded P/F

Course Directors:

Jim Millonig, PhD
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PhD Internship Application SGS Course 9000S

Check semester and fill in year: Fall Spring Year _____

Name _____ Graduate Program _____

Year Started Graduate School _____ Date Completed Propositional Qualifying Exam _____

RUID/A # _____ Net ID _____

E-mail _____

Phone Number _____

Name of Internship Supervisor _____

Title _____

Supervisor's Email _____ Supervisor's Phone Number _____

Name of Company _____

Address _____ City _____

State _____ Zip Code _____

Dates of Internship _____

Times/Hours of Internship _____

(Note: For three credits, student must complete a minimum of 130 hours over the course of the semester). You will be required to fill out a final report including examples of work performed and a current resume. Your supervisor will also be filling out an evaluation of your performance. Additionally, you will complete an evaluation of the employer.

Please provide a brief description of what your internship responsibilities will entail and what is the overall goal of the project that you are participating in.

Signature of Student _____ Date _____

Signature of Thesis Advisor _____ Date _____

Signature of Internship Supervisor _____ Date _____

Signature of Graduate Program Director _____ Date _____

Signature of Course Director/Dean SGS _____ Date _____

*Please submit form to Tina Cicolella in the SGS office cicoletm@rutgers.edu
675 Hoes Lane West, Research Tower Room 102, Piscataway NJ 08854*