

Employer Outline of Work Activities

To ensure a strong alignment between the Rutgers Business School’s Internship and Cooperative Education Program and the reality of work performed in the business world, we require employers to complete the following outline. **Please note that Rutgers Business School’s Office of Career Management-New Brunswick reserves the right to visit the internship/cooperative education work site.**

Proposed Work Tasks / Activities	Expected Results / Outcome of Work Experience

Additional Employer Deliverables

Performance Evaluation

At the end of the semester, the supervisor is responsible for completing a performance evaluation of the student. The supervisor can submit a standard evaluation form that is used for permanent employees at the company, or if no such form is available, the supervisor should send the instructor an email that describes the work assigned, how the student performed on each assignment, and their overall performance rating for the internship or co-op.

Electronic signatures are acceptable below!

IMPORTANT: The employer's signature below acknowledges that the employer has read and understands the Fair Labor Standards Act regarding internship pay and the Employer Recruiting Policies at Rutgers University

Fair Labor Standards Act regarding internship pay found [HERE:](https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships)
<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

Employers Recruiting Policies for Rutgers University found [HERE:](https://www.business.rutgers.edu/sites/default/files/documents/employer-recruiting-policies.pdf)
<https://www.business.rutgers.edu/sites/default/files/documents/employer-recruiting-policies.pdf>

Employer Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____