RUTGERS
School of Management
and Labor Relations

Department of Human Resource Management
Janice H. Levin Bldg., Room 216
School of Management and Labor Relations
94 Rockafeller Rd.
Piscataway, NJ 08854-8054

William Castellano, Ph.D.
Director HRM Undergraduate Programs
castellano@smlr.rutgers.edu
848-445-1051
www.smlr.rutgers.edu

Dear :

, a student in our Human Resource Management undergraduate program has informed us of an opportunity to work in a credit-only internship through your organization. Before we can approve this internship for credit, we need some information about this opportunity. Internships help students explore their career interests and supplement their university education with practical, real-world knowledge and skills. In order for us to measure the educational/developmental benefits of this internship, I would appreciate if you could fill out and return the short questionnaire listed below. The completed questionnaire should be sent to Rebecca Tinkham, Program Coordinator via email at tinkham@smlr.rutgers.edu.

Thank you for offering this invaluable experience to our student. Once the questionnaire is returned, we will promptly respond to let you know if it has been approved. Please feel free to contact me if you have any questions.

Sincerely,

William Castellano, Ph.D.
Director of SMLR HRM
Undergraduate Programs

QUESTIONNAIRE

1. Company Name:
2. Company Address:
3. Internship title:
4. Department Name:
5. Projected number of weeks student will work: & number of hours student is expected to work per week:
6. Name and title of person position reports to:
7. Detailed description of internship duties and objectives:
8. List type of developmental opportunities that will be made available to the intern (i.e. mentoring, on-the-job training, formal training program etc.):

RUTGERS