** Human Resource Management**

**Undergraduate Internship Application Form**

**NOTE: To be eligible to apply for internship credit through the department of Human Resource Management student must:**

* **Be a declared HRM Major**
* **Have completed 4 or more core HRM courses (this includes Intro to HRM)**
* **Have a GPA of 3.2 or better within the HRM Core**

**Internships must:**

* **Be related to the field of Human Resource Management**
* **Present a developmental opportunity**

**Personal Information**

**Name: Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Information**

**Semester: \_\_\_Spring \_\_\_Summer \_\_\_Fall Year\_\_\_\_\_\_\_**

**Dates of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Weekly Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Number of hours for Internship (Est.): \_\_\_\_\_\_** (120 minimum for 3 credits)

**Internship is: \_\_\_\_Paid \_\_\_\_\_Unpaid**

**Name sponsoring firm or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm Address: City:\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_**

**Firm Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm Supervisor’s phone number: (\_\_\_) \_\_\_\_-\_\_\_\_\_**

**Firm Supervisor’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provide a Description of the internship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you ever had any other non-paid for credit internships?: \_\_\_\_\_Yes \_\_\_\_\_No**

**If “Yes”, which Rutgers program sponsored the internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please describe briefly the focus of any past internships for credit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: The above internship may not be used toward the Career Services RICP program or any other internship program offered through a different department at Rutgers.**

**Number of Credits for past for-Credit Internships: \_\_\_\_\_\_\_\_\_\_\_**

**Completed form must be emailed to Joy Montuoro:** [**montuoro@smlr.rutgers.edu**](mailto:montuoro@smlr.rutgers.edu)