Rutgers Internship: Working with local New Brunswick Schools!

This Internship is being developed at Rutgers University to encourage all different majors to gain job experience in their current field of study while gaining credits!

Authors: Courtney Going, Andrew Aboyme, Kate Mara with Julie M. Fagan, Ph.D.

Summary

The purpose of this project is to develop an Internship program through the co-operative program at Rutgers University. This internship will be specifically designed for students with any major, and will allow the students to work in the surrounding New Brunswick schools to gain hours for classes or credits towards a major or minor. The experience gained from the internship will be added to their resumes and will provide a better opportunity for the students when it comes time for applying to their profession. Doing this will expand the spectrum of their cultural exposure.
Introduction

At Rutgers University, numerous majors require that you work in an institute outside of the university to gain experience and expand your knowledge hands on. This is exactly what we need people to do. Sign up to work along side a student with the objective of improving homework completion rates, improve their confidence and self esteem, give them a support system to turn to if they have questions or just need to talk. The goal of this project is to prepare a list of internships that will correlate and create new programs for any majors that need hours with kids. Due to economic struggles, low income rates, low parental involvement, high school retention rates at an all time low, the children in the surrounding New Brunswick area are struggling to make it through school. Rutgers students can help! By working along side of the teachers at the surrounding schools, tutoring and engaging in conversations about what the child’s goals are, and what he or she needs to do to be successful in that goal.

http://education.state.nj.us/rc/nclb08/reports/23/3530/23-3530-050.html

Summary (Courtney Going)

At Rutgers University there are a few programs that allow Rutgers students to work with students from New Brunswick. The downfall is a lot of these programs have waiting lists that Rutgers students have to join in order to donate their help. We would like to set up this resource for students to use to find other outlets they could use to reach the children. Many schools already have after school programs set-up in their school. These programs are a perfect place for Rutgers students to donate their time and lend a helping hand to both the teachers and the students involved in the program.

(Kate Mara)

RUTGERS INTERNSHIP AND CO-OP PROGRAMS

Program Requirements

To participate in the program, the following criteria must be met:
1. Have a cumulative GPA of 2.75
2. Have completed 30 credits, including a minimum of 12 credits at Rutgers if a transfer student
3. Present verifiable proof of the internship or co-op, subject to the instructor's approval
4. Have been enrolled with a minimum of 6 credits the semester prior to the internship

Internship vs. Co-op

What is the difference between an internship and a co-op?

Internships are:
1. Full-time work experiences for up to three months, often during the summer
2. Part-time work experiences for an open timeframe (i.e., September-December)
3. Paid or unpaid
4. Credit or not credit-bearing
5. Focused on juniors; open to sophomores and first-year students

They are generally a low-risk way to explore career options that students are considering.

**Internship Track:** Students must work a minimum of 180 total hours (i.e., 12 hours a week x 15 weeks). During the summer, students typically work full-time (i.e., 30-40 hours a week for 12-15 weeks).

**Co-ops are:**
1. Typically full-time, six-month work experiences (i.e., January-June)
2. Usually paid and credit-bearing
3. Students are not usually taking classes at the same time
4. Focused on juniors; open to sophomores and first-year students
5. More formal partnerships between students, educational institutions, and employers, with specific responsibilities for each party

**Co-op Track:** Students must work full-time—typically 35-40 hours a week for a minimum of 25 weeks (a minimum of 750 hours must be completed). Students work during the day and can take an additional 6 credits (i.e., 2 evening courses) to maintain full-time student status.

**Additional Notes:**

Students enrolled in the program are responsible for finding their own positions. Career Services does not place students, but will assist students with the process.

**Benefits of the Experience**

Students benefit in the following ways:
- Develop professional skills and gain transferable, relevant work experience
- Develop maturity, leadership, and clarity regarding your career direction
- Earn income to cover a significant portion of your college expenses
- Improve your employment prospects at graduation
- Establish relationships with potential employers
- Receive a higher starting salary at graduation than graduates who have not had an internship or co-op experience

**Summary**

**Developing Internship in Conjunction with “Greater Brunswick Charter School”**

Rutgers University is joining up with Greater Brunswick Charter School located on Joyce Kilmer Ave, close enough for Rutgers students to walk to. Greater Brunswick Charter School is a free, independent public school developed by area parents and educators in 1998 in accordance with New Jersey’s charter school law. It serves 293 children in kindergarten through eighth grade. Participating families come from three resident districts-- New Brunswick, Highland Park, and Edison -- plus 12 other school districts in Middlesex, Somerset, and Union counties. They are looking to expand and gain new insight and interest from the Rutgers students. An internship program will supplement the program and would greatly benefit students so that they get out in the field and see what it’s like to make a difference in a child’s life and help them succeed and move forward in their future. The program is also being offered to several other schools in the
New Brunswick area in hopes that more will join. The program will follow the above criteria for Rutgers internships and could possibly also be a Co-Op program.

(Courtney Going)

Names and Addresses of Potential Internship Contacts-
Greater New Brunswick Charter school
429 Joyce Kilmer Avenue
New Brunswick, NJ 08901-3322
(732) 448-1052
Lincoln Elementary School
66 Bartlett Street
New Brunswick, NJ 08901
(732) 448-1052
Livingston Elementary School
Delavan Street
New Brunswick, NJ 08901
(732)-745-5300 ext. 5369
Lord Stirling Community School
Redmond Street
New Brunswick, NJ 08901
(732)-745-5300 ext. 6750
McKinley Community School
Van Dyke Avenue
New Brunswick, NJ 08901
(732)-745-5300 ext. 5322
New Brunswick High School
1000 Somerset Street
New Brunswick, NJ 08901
(732)-745-5300 ext. 3000
New Brunswick Middle School
Van Dyke Avenue
New Brunswick, NJ 08901
(732)-745-5300 ext. 8400
Paul Robeson Community School
Commercial Avenue
New Brunswick, NJ 08901
(732)-745-5300 ext. 5405
Paul Robeson Community School Annex
115 Commercial Avenue
New Brunswick, NJ 08901
(732)-745-5300 ext. 6900
Redshaw Elementary School
Dyke Avenue
New Brunswick, NJ 08901
732-745-5300 ext. 7500
Roosevelt Elementary School
Livingston Avenue
(732)-745-5300 ext. 5405

Community Service Aspect

This assignment has encouraged us to take a step back and to focus on doing something for the community. By creating this internship opportunity for the students at Rutgers, we are paving the way for lots of hands-on experiences as well as chances for those who participate to build their resumes with lifelong memories.

BUSINESS PLAN

Our colloquium project for this semester was to develop an internship program through SPIN to adhere to the Education and any other interested majors, and in conjunction with the Greater Brunswick Charter School. We decided to make our business as close to this internship project as possible, so we have decided on:

Name of Company: RU Helpful
Founders: Kate Mara, Courtney Going, Andrew Aboyme
Business Description:
The Rutgers students that live on campus are very close to the Greater Brunswick Charter school and often need hours for a class. Being a full time student it is often hard to complete hours outside a class and pass all your courses. This is an opportunity for both Rutgers Students to achieve their goals and help students from the surrounding New Brunswick schools advance in their educational goals.

Big Idea:
Hopefully by the implementation of this business, it will not only collaborate with the internship we are developing by giving the students a place to work at, but will provide a students in the local elementary schools to see an increase in their grades in school, improve their organizational skills, improve their confidence and give them a support system in which they can turn to.

Rutgers students would work along side teachers from the schools and provide any help necessary for completing our goals.

Located on the Joyce Kilmer Ave, the Greater Brunswick Charter School is ready and prepared with space available for this internship to start as soon as possible. Helping up to twenty students a day after school, the Greater Brunswick Charter School is looking for responsible, reliable students who fit the internship requirements to help serve the community.

Target Market:
The target Market focused on is both families and students. We would like to help alleviate stress from parents at home by giving their children tutors and resources in which they can come any time after school and receive care and attention.

Marketing and Advertising Plan:
We will take a few approaches to advertising for the internship. There will be ads placed in the Daily Targum for the Rutgers Population, as well as the Star Ledger, The Home News Tribune, and other local newspapers. Along with these advertisements we will be submitting copies for all the Deans in their mailboxes and a phone number in which they can reach us for any additional questions.
Editorials

To Be Sent to:

The Targum, The Star Ledge, The Home News Tribune & The Brunswickan

Ever had a desire to reach out in your community and make a positive impact? How about sharing knowledge and donating some of your time to the youth of New Brunswick? Nowadays kids can be hindered by many obstacles that can lead to many shortcomings in achieving a quality education. One obstacle which should not exist is the availability of after school tutors, especially for youth in the city of New Brunswick which shares within its borders with almost 53,000 scholars at Rutgers University.

Our goal is to mobilize this resource and connect competent and enthusiastic college students to an after school tutoring program where they can share their knowledge and utilize their skills to aid in the educational development of youth. This will be accomplished by an internship program which will be operated through the Student to Professional Internship Program, also known as SPIN.

In this program, you can be connected to participating schools needing after school tutors. By participating, students can earn a range of 3 to 6 credits which will be determined by the workload provided by the school. Furthermore, if your future endeavors include an educational job of any sort, this program will provide you with invaluable experience that can improve your professional growth. Or, if you just have a little extra time on your hands and care about improving the education of youth, then this program is for you.

So, how about making a real impact on your community and provide a service which can lead to a future investment. This is a great opportunity for future investment for both you and the youth in the community. You gain credits, experience, and the satisfaction of serving the community by helping kids and investing in their future. They gain improved educational development which will aid in shaping their future.

If you have any questions or are interested in participating, please contact Dr. Julie Fagan, at Fagan@rci.rutgers.edu

To Be Sent To:

Participating Local Schools Newsletters
Attention to schools K-12: Rutgers University is trying to connect prospective students who are interested in volunteering their time to any after school tutoring programs that are offered by any secondary schools in the city of New Brunswick. Schools lacking any after school help can now be connected directly to scholars from Rutgers who are willing to aid in tutoring of any subjects. If an after school tutoring program is not already in existence, this is a perfect opportunity to establish one and take advantage of the resources that Rutgers has to offer.
Our goal is to mobilize this resource and connect competent and enthusiastic college students to an after school tutoring program where they can share their knowledge and use their skills to aid in the educational development of the youth. This will be accomplished by an internship program which is going to be run through the Student to Professional Internship Program, also known as SPIN.

In this program students can be connected to participating schools that need after school tutors. By participating, students can gain anywhere from 3 to 6 credits which will be determined by the workload provided by the school. Schools will allocate how much time is needed from each student and can choose tutors that focus in one particular area (i.e. math, writing). Furthermore, by participating, you can provide an invaluable experience that can improve the professional growth of college students who plan to pursue a job in the educational field.

This is a great opportunity that the schools in New Brunswick should take advantage of. In addition, this is a great chance for both the youth and college students to benefit from. If you have any questions or are interested in participating, please contact Dr. Julie Fagan at Fagan@rci.rutgers.edu

(Courtney Going)
To Be Sent to:
The Targum, The Star Ledge, The Home News Tribune & The Brunswickan
New Tutoring Internship
By Courtney Going
As part of a class assignment for the Ethics in Science, junior senior colloquium, Andrew Aboyme, Katherine Mara and myself have created a new internship, RU Tutors, for students through the SPIN department. The purpose of this internship is to connect Rutgers Students with the New Brunswick youth and give them a way of give back to the community using their academic strengths. RU Tutors gives Rutgers students who want to help New Brunswick youth a place to go. The internship has made connections with the local charter school, Great Brunswick Charter School, located in the center of New Brunswick. The charter school was looking for Rutgers students to get involved with their 200 students as a way to motivate their students to strive for higher goals. As tutors/mentors Rutgers’s students are going into the charter school up to several items a week to work alongside the teachers in helping the students succeed through their after school program. This interaction with a person who is closer to their age who is achieving their goal allows the high school students to have a positive role model and get the extra attention they need to achieve their best. Rutgers students are getting to give back to the community, and build relationships that they can know have made a difference in another person’s life. This is a service project that can continue from year to year, tutors can continue to go back and meet with their students and see their progression through the years. It is a small project that hits close to home and allows anyone, with the desire to help another person achieve their goals, participates.
For more information on the internship opportunity you can go to sebsspinc.rutgers.edu/.
Appendices

(Courtney Going)
Dear Sir/Madam:

I am excited to inform you about the new RU Tutors internship being offered by Rutgers the State University of New Jersey. The goal of this internship is to connect Rutgers students with students in the city of New Brunswick in grades K-12. To accomplish this goal, we plan to help Rutgers students connect to the students of New Brunswick by making them aware of the schools that are looking for mentor and tutors. We will also be giving the schools of New Brunswick an outlet to advertise their desire for Rutgers students to be involved with their youth.

The Rutgers School of Environmental and Biological Sciences (SEBS) Student to Professional Internship Network (SPIN) Program would like to extend an invitation to you to become a RU Tutors partner by providing internships at your school. Each of the 27,000 undergraduates on the New Brunswick campus has much to offer our community. You would have the opportunity to interview and choose students who would register for 3 credits and intern for a minimum of 180 hours in a semester (Fall: Sept.-Dec.; Spring: Jan.-May; Winter: Dec.-Jan.; Summer: May-August). Each student, with the guidance of a faculty sponsor, would develop a learning contract with the sponsoring organization. The interns would only receive University credit for their learning experience with you.

We look forward to your becoming a partner in our RU Tutors mission. Attached is an internship inquiry form for you to fill out and return that would identify your potential internship positions. If you have any questions about the RU Tutors internship, please contact me. For questions regarding SPIN, please contact Kristen Lester, SPIN coordinator, at 732-932-3000, ext 3; email: lester@aesop.rutgers.edu.

Sincerely,

Courtney Going, Student
RU Tutors

(Courtney Going)
RUTGERS INTERNSHIP REQUIREMENTS:
Internships are:
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9. Credit or not credit-bearing
10. Focused on juniors; open to sophomores and first-year students

They are generally a low-risk way to explore career options that students are considering.

Internship Track: Students must work a minimum of 180 total hours (i.e., 12 hours a week x 15 weeks). During the summer, students typically work full-time (i.e., 30-40 hours a week for 12-15 weeks).

Benefits of the Experience
Students benefit in the following ways:
• Develop professional skills and gain transferable, relevant work experience
• Develop maturity, leadership, and clarity regarding your career direction
• Improve your employment prospects at graduation
• Establish relationships with potential employers
• Receive a higher starting salary at graduation than graduates who have not had an internship experience

Your Business Benefits in the following ways:
• Participate in Rutgers’ educational program
• Influence students and encourage them to become more involved
• Establish relationships with potential employees
• Assistance with duties relating to the business without paying salaries
• Earn proceeds from any fundraisers/events the students complete
• Develop networking and business/education contacts

(Courtney Going)
RU Tutors INTERNSHIP INQUIRY

Name of Organization:
_______________________________________________________________

Organization Address:
________________________________________________________________

Mission of Organization_______________________________________________________________
______________________________________________________________________________

Contact Person: __________________ (phone) _________________ (email)

_______________________________________________________________

Number of Intern Positions Per Semester (@ 180 hours per student intern):
Fall (Sept-Dec) _____ Spring (Jan-May) _____ Winter (Dec-Jan) _____ Summer (May-Aug)

If multiple opportunities are available, please list

Job Title
1: _______________________________________________________________________
Responsibilities:
_____________________________________________________________________
_________________________________________________________________________

Job Title
2: _______________________________________________________________________
Responsibilities:
_____________________________________________________________________
_________________________________________________________________________

Job Title 3:
_____________________________________________________________________
Responsibilities:
_____________________________________________________________________

Attach additional materials and information on compensation, if any. Return completed internship inquiry by email (lester@aesop.rutgers.edu) or by mail: Kristen A. Lester, SPIN Program Office, Martin Hall, Rm 211, Rutgers University, 88 Lipman Drive, New Brunswick, NJ 08901.