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|  | **RSSI Internship Site Verification Form**For students applying to the RSSI initiative with a secured internship |
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The **Rutgers Summer Service Internship (RSSI) Initiative** will provide meaningful summer internship experiences to Rutgers Camden, New Brunswick, and Newark undergraduate students at public service-orientated non-profit organizations and direct-service government offices while expanding their knowledge and skills to engage as active citizens. Students will receive a $5,000 stipend and participate in a 3-credit, primarily asynchronous course. **Students applying to the RSSI program with a summer internship already secured must have the experience verified for acceptability via the below information before the RSSI selections committee makes final acceptance decisions.**

**PLEASE COMPLETE THIS FORM WITH YOUR INTERNSHIP SUPERVISOR AND SIGN AT THE END OF THE FORM. SUBMIT THIS DOCUMENT AS PART OF YOUR ONLINE APPLICATION AT CAREERS.RUTGERS.EDU/RSSI.**

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| **Student Information:** |

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| **Full Name:** |       |       |       | **RUID Number:** |       |
|  | Last | First | M.I. |  |  |
| **Email Address:** |       | **NetID:** |       |

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| **Internship Site Information:** |

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| **Organization Name:** |  | **Website:** |       |
| **Address:** |       |
|  | Street Address |
|  |       |       |       |
|  | City | State | Zip Code |
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| **Brief Mission Statement:**Must Include a Service to the Community Component |       |
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| **Public Service Pathway(s) Most Aligned with the Organization:** | [ ]  | **Community-Engaged Learning and Research:** Connecting coursework and academic research to community-identified concerns to enrich knowledge and inform action on social issues. |
| [ ]  | **Community Organizing and Activism:** Involving, educating, and mobilizing individual or collective action to influence or persuade others. |
| [ ]  | **Direct Service:** Working to address the immediate needs of individuals or a community, often involving contact with the people or places being served. |
| [ ]  | **Philanthropy:** Donating or using private funds or charitable contributions from individuals or institutions to contribute to the public good. |
| [ ]  | **Policy and Governance:** Participating in policymaking and public governance. |

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| **Internship Direct Supervisor Information:** |

Part of what differentiates a high-impact internship from a standard part-time job is the intentional integration of professional development opportunities, skill-building, and academic learning—the internship supervisor to essential to this objective. We anticipate proactive and professional behavior from the student and encourage them to work alongside their supervisor throughout this process. The RSSI initiative also encourages supervisor involvement in associated academic course components that Rutgers will facilitate, including performance evaluations and assignments that will assist the intern in making the most of the experience.

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| **Supervisor’s Full Name:** |       | **Title:** |       |
| **Email Address:** |       | **Phone Number:** |       |

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| **Is the supervisor considered a full-time employee?** | [ ]  |

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| **Internship Position Description:** |

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| **Position Title:** |       |
| **Position Responsibilities:** Please list between four (4) and seven (7) different responsibilities (e.g., tasks, projects, focus points, etc.), that the intern will complete during the experience. (Example: The intern will support social media operations via LinkedIn, Twitter, Blog posts, etc. |
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| 1) |       |
| 2) |       |
| 3) |       |
| 4) |       |
| 5) |       |
| 6) |       |
| 7) |       |
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| **Briefly describe how the intern will engage with the community:** Sponsored internships must incorporate opportunities for the intern to engage directly with the community served by the organization. Suppose this is not possible, perhaps due to issues of confidentiality. In that case, the intern must have an opportunity to interact with full-time employees who engage in direct service to the community. |
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| **Learning Expectations:** One of the most integral components of creating a supportive and enhanced learning environment at an internship is the establishment of realistic, specific, and measurable learning objectives agreed upon by the supervisor and intern. **Indicate 3 learning expectations and corresponding activities & outcomes below. These can be individualized, role-specific, industry-specific, or organization-specific.**Ideally, the learning expectations should not necessarily be the same as responsibilities or tasks. They can certainly be related but should have a learning focus. An additional learning expectation relates to civic engagement and also serves as an example of how this is formatted. |
|  | **Learning Expectations**By the end of the experience, the intern should develop the following knowledge or skills, or make progress toward these goals.  |  | **Activities & Outcomes**A tangible, specific task that will assist the intern in meeting the learning expectations. |
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| 1) | Understanding of the Clientele: The intern will learn about the challenges faced by the clientele served by the organization and how they might contribute to the solution.  |  | Direct interaction with clientele served by the organization, or a full-time employee with direct engagement with the clientele. A meeting with the internship supervisor to discuss observations and their experiences will occur. |
| 2) |       |  |       |
| 3) |       |  |       |
| 4) |       |  |       |

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| **Please check all that apply to the internship experience:** | [ ]  | **Hours:** The intern will work at least 200 hours over the course of a minimum of 10 weeks during the summer. This breaks down to approximately 20 hours per week. |
| [ ]  | **Intern Wages:** The internship site organization does not pay the intern an additional wage during the 10-week span of the program. |
| [ ]  | **In-person Experience:** The RSSI Initiative requires a full in-person site experience. As it stands now, this internship will not be virtual or remote. |
| [ ]  | **COVID-19 Virtual Option:** In the event, Rutgers University determines there are safety concerns associated with an increase in COVID-19 cases this summer, there is potential to pivot this internship to a remote/virtual environment. |
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| **Understanding and Agreement** |
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| **If the intern is selected to be sponsored by the RSSI initiative, it is understood that:** * The **intern** will report to work promptly or notify the organization and intern supervisor immediately in the event of an emergency.
* The **intern** will direct energy to the completion of work, required hours, employer tasks/responsibilities, and course assignments.
* The **intern** will adhere to and abide by all Rutgers policies and procedures. Rutgers policies are subject to revision, and it is the student’s responsibility to be knowledgeable of the current text or status of all Rutgers policies and procedures.
* The **intern** must authorize internship site supervisors to release evaluations to Rutgers university course instructors and RSSI-related units.
* The **intern** will participate in the primarily-asynchronous academic instruction concurrent with the internship. Rutgers grants academic credit as approved toward the completion of the student’s degree if the conditions of the internship are fulfilled in accord with University and course policy.
* The **intern** will notify RSSI administrators (rssi@echo.rutgers.edu) or course instructors immediately if any job duties are inconsistent with the terms initially agreed upon.
* The **intern** certifies that all information on this form is accurate to the best of their knowledge. Violation of this statement subjects the student to the Office of Student Conduct review process.
* The **supervisor** will recognize the intern as a “trainee” and provide appropriate learning experiences and appropriate supervision throughout the duration of the internship.
* The **supervisor** will complete the appropriate RSSI-required evaluations with the student.
* The **supervisor** will promptly notify RSSI administrators (rssi@echo.rutgers.edu) of any significant change to the status of the internship prior to terminating the position.
* The **supervisor** will agree to participate in a site visit if deemed necessary.
* The **supervisor** will provide guidance as necessary
* The **supervisor** will notify RSSI administrators (rssi@echo.rutgers.edu) or course instructors immediately if any job duties are inconsistent with the terms initially agreed upon.
* The **supervisor** certifies that all information on this form is accurate to the best of their knowledge.
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| ***Student Intern* Signature and Date:** |  | ***Site Supervisor* Signature and Date:** |