**INTERNSHIP PRE-APPROVAL QUESTIONNAIRE**

Use “tab” to move to each respective field of information.

|  |
| --- |
| Company Name:       |
| Department:       |
| Street Address:       |
| City:       | State:       | Zip Code:       |
| Internship Title:       |
| Internship Supervisor:       |
| Please provide a detailed description of the internship duties and objectives:       |
| Please list in detail the type of developmental opportunities that will be made available to the intern (i.e. mentoring, on-the-job training, formal training program etc.):        |
| Internship is: | Paid [ ]  | Unpaid [ ]  |

IF INTERNSHIP IS UNPAID, PLEASE ANSWER THE FOLLOWING QUESTIONS:

|  |  |  |
| --- | --- | --- |
| 1. During what period of time will this internship take place?

      to      Is the internship open-ended? | Yes [ ]  | No [ ]  |
| 1. Will the intern displace a regular employee?
 | Yes [ ]  | No [ ]  |
| 1. Will the intern be asked to perform duties that otherwise an employee would perform?
 | Yes [ ]  | No [ ]  |
| 1. Does this internship entitle the student to a job at the conclusion of the internship?
 | Yes [ ]  | No [ ]  |
| 1. Will the intern be informed that he/she is not entitled to payment for work performed?
 | Yes [ ]  | No [ ]  |

The employer understands that Rutgers University expects that internship sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace. The employer is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and non-discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace. The internship position is compliant with the FLSA Fact Sheet #71 (Internship Programs under the Fair Labor Standards Act).

Since the internship is for credit, the supervisor agrees to complete the evaluation(s) required as part of the student’s course.

Supervisor Signature\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*An actual, hand signature is required: typed/electronic signatures will not be accepted.

Pre-approval must take place on a semester to semester basis