

Rutgers MBS Externship Exchange Project Form

Thank you for your interest in hosting a project with the Rutgers MBS Externship Exchange program!

We're so excited to have you join us for a semester, and our students are eager to participate as well.

Please review the application before submitting to ensure you're fully prepared to complete the form. You can view a Google Doc version of the application here: [Rutgers MBS Externship Exchange Project Form](#)

Please fill out the following form to the best of your ability, with as much specific details about your project as possible. If you are interested in hosting **more than one project for the semester of interest**, please fill out **a separate form for each project**.

After reviewing, we will be in touch!

Organization Information:

Name of Organization:

Primary Mentor/ Contact Name (First and Last):

If there's more than one person, please do not list them here.

Primary Contact Email:



Primary Contact Phone Number:

We conduct the majority of our communication through email, however we ask for a phone number in case we cannot get in contact with you via email.

Additional Contacts First and Last Name(s) and Email(s) if applicable:

Project Information:

The following questions will collect details about your project. We may need to reach out for clarifying information, but this might not be immediate. In some cases, we may suggest deferring your project to a future semester and will notify you if that's the case.

Please submit your form well in advance of the due date (see below). If there are any changes to your project after submission but before the semester begins, please notify us as soon as possible.

For the **fall 2025 semester**, our project application is due **NO LATER THAN Friday August 15th, 2025.**

- We start our fall 2025 semester on September 2nd and are anticipating project kickoff meetings to be the week of September 15th or September 22nd. Our fall semester ends on December 10th and projects will end around that time.

For the **spring 2026 semester**, our project application is due **NO LATER THAN Tuesday January 6th, 2026.**

We start our spring 2026 semester on January 20th and are anticipating project kickoff meetings to be the week of January 27th or February 3rd. Our spring semester ends on May 4th and projects will end around that time.

What makes a good Externship project?

Projects Should:

- Not be mission critical or due within an upcoming deadline.
- Be achievable in a semester (12 week time frame).
- Address a problem, challenge, or research question.
- Have flexibility in deliverables since this is a student led effort.

Projects Should NOT:

- Include scientific lab work.
- Include testing on human subjects.

If you don't have a specific project in mind or need guidance, please reach out to **Emma Leary** at ekl46@docs.rutgers.edu, and we'll assist you.

Semester of Interest:

For the **fall 2025 semester**, our project application is due **NO LATER THAN Friday August 15th, 2025.**

- We start our fall 2025 semester on September 2nd and are anticipating project kickoff meetings to happen the week of September 15th or September 22nd.
- Our fall semester ends on December 10th and projects will end around that time.

For the **spring 2026 semester**, our project application is due **NO LATER THAN Tuesday January 6th, 2026.**

- We start our spring 2026 semester on January 20th and are anticipating project kickoff meetings to happen the week of January 27th or February 3rd.
- Our spring semester ends on May 4th and projects will end around that time.

- ☐ Fall 2025 (September - Mid December)
- ☐ Spring 2026 (late January - early May)

Project Title:

Examples of past project titles:

- *A New Jersey Initiative for Chronic Illnesses*
- *Evaluating Cybersecurity and Infrastructure Risks to Enhance Maritime Resilience*
- *Sustainable Material Research in Hydroponic Systems and Food Packaging*
- *AI for Clinical Trial Operations*

If you don't have a title, students can help create one or modify it as the project progresses.

Describe Your Company/Organization's Industry and Size:

Some industry examples include (but are not limited to):

- *Transportation*
- *Personal Care*
- *Life Sciences*
- *Food or Agriculture Related*
- *Pharmaceuticals*
- *Energy*

Please describe your business size/type:

- *Small Business or Startup (49 or Fewer Employees)*
 - *Non-Profit*
 - *Government-Affiliated/Related*
 - *Medium Size (50-499 Employees)*
 - *Large Corporation (500+ Employees)*
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The Project Focus Is:

Regarding the project itself, which of the following most aligns with your project's focus?

Please rank order the topics from 1-5.

This question will allow you to rank order the focus areas from 1-5. You can see the options on the right.

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- Business Development/ Strategic Planning
 - Cybersecurity
 - Data Analytics
 - Engineering
 - Finance Related
 - Food or Agricultural Related
 - Human Resources Related
 - Marketing Plan
 - Market Research/Competitive Analysis
 - Personal Care Non-Lab Based Research
 - Pharmaceutical Industry Non-Lab Based Analysis
 - Public Health Analysis
 - Social Media Related
 - Supply Chain Analysis
 - User Experience Design
 - Other (Please Describe in Next Question)

If you selected 'other' in the previous question, please describe that here:

Specific Problem/Challenge or Research Question:

What is the problem or challenge your project poses (please describe this in a sentence or two).

Some things to consider: *Why are you doing this project? Is there a research question? What is the challenge your company/organization is hoping to overcome?*

Examples of problem/challenges/research questions.

- *We want to understand user experience on our website in order to improve the site and attract and retain more consumers.*
 - *We want to understand our competitors, consumer purchasing trends, and ways to increase sales.*
 - *This project aims to investigate railroad incidents in New Jersey to improve accident response times.*
 - *This project's goal is to collect and analyze data from publicly available sources to understand health trends in certain New Jersey counties and improve messaging to locals.*
 - *Our small business lacks a long term business plan. We are looking for a 3 year plan that includes increasing our product options and more consistent branding.*
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Project Description:

Include project details.

Some things to consider: *What are the students doing over the course of the semester? What are you hoping they will accomplish?*

Keep in mind that most, if not all, of our projects are multi-disciplinary, meaning that students come from different academic backgrounds and levels of knowledge or expertise. Projects should be 'nice to have' but not 'mission critical' for your organization.

Descriptions should be non-technical, not include acronyms (or please define acronyms), and explained in a way you'd explain to a grandparent or someone not proficient in the field.

Project Plan:

If possible, share a suggested (but flexible) agenda for the project. Weekly or bi-weekly goals or topics work well. If you have ideas, even preliminary, for this please share.

Tools/Software:

Please list any project tools/software needed for this project and also specify if these will be provided by your organization.

Rutgers provides students with access to Microsoft Office, Google Suite, Adobe, Canva, Figma, and Python.

Project Materials/Website:

Please share your organization's website or other relevant materials for students to review before the project starts. This could include social media links, links to articles, or documents/files.

NDA:

Does this project require a confidentiality agreement/ non-disclosure agreement (NDA) from students?

If yes, we can provide a standard non-disclosure agreement. If your organization requires its own non-disclosure agreement, this may likely delay the project start date, but we can review and discuss this with you.

Note that only students sign the non-disclosure agreements as individuals. NDAs are not between Rutgers University and organizations, or between our staff/employees and organizations.

- ☐ Yes an NDA is required, and we want to use the Rutgers MBS template.
 - ☐ Yes an NDA is required, and we have our own for review.
 - ☐ No
 - ☐ Unsure
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Weekly Team Meeting Availability:

Please select your available times below for your weekly 1-hour project team meeting. Meetings will be held at the same time each week for the duration of the semester.

Please select your availability for each day or mark 'Not Available' if unavailable that day. If you do not fill out each day, the survey will not allow you to submit.

Please note that if **your availability changes before the start of the semester to email Emma Leary at ekl46@docs.rutgers.edu**. We match students to projects based on mutual availability. Last minute changes require us to re-match students and may not be able to be accommodated. We will also email you to confirm your availability before projects kickoff.

| | 9-10am | Morning (10am-12 pm) | Lunch (12-1pm) | Early Afternoon (1-3pm) | Late Afternoon (3-5pm) | Dinner (5-6pm) | Evening (6-9pm) | Not Available |
|-----------|--------------------------|----------------------------|--------------------------|-------------------------------|------------------------------|--------------------------|--------------------------|--------------------------|
| Monday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Preferred Time Slot(s):

Out of the provided availability, is there one time slot or a few time slots that you would prefer?

Please note that this greatly helps us in our project matching process. If you've listed multiple available times throughout the week, narrowing it down to a few preferred time slots will make the matching process easier (though not guaranteed, we'll do our best to accommodate mutual availability).

Student Majors/ Concentrations Requested (Check all that apply):

- ☐ Biotechnology & Genomics
- ☐ Drug Discovery & Development
- ☐ Food Science
- ☐ Global Agriculture
- ☐ Global Food Technology & Innovation
- ☐ Personal Care Science
- ☐ Sustainability
- ☐ Engineering (all disciplines)
- ☐ Analytics: Discovery Informatics & Data Sciences
- ☐ Cybersecurity
- ☐ Information Technology
- ☐ Social Media & Marketing
- ☐ User Experience Design (UXD)
- ☐ Business
- ☐ Finance
- ☐ Any
- ☐ Other _____

Student Skills Preferred:

What specific skill sets do you feel are needed or preferred for this project?

Please note that we DO NOT guarantee specific skill sets, prior knowledge, academic level, or experiences as our students come from a variety of different backgrounds.

If there are any **additional project specific requests**, please note them here:

How did you hear about the Externship program/ who referred you?

- ☐ Christie Nelson
- ☐ Karen Bemis
- ☐ Abbe Rosenthal
- ☐ Lori Dars
- ☐ Suzanne Williams
- ☐ Emma Leary
- ☐ MBS or Externship Website
- ☐ Student or Student Alum
- ☐ Other: _____

Would you be willing to allow us to use your/the company logo on our Externship website: <https://externship.rutgers.edu>

- ☐ Yes
- ☐ No
- ☐ Unsure, I'd need to check.

Any additional notes or comments:
